

Electronic Bid Printer Instructions

This is to facilitate printing on server 2008 for vendors who, upon connection, cannot access their local printer. The printer updates on the previous screen will enable you to print from a Windows Server 2008 using Remote Desk Top Connection by redirecting Microsoft XPS documents to your local computer drive. Only install those print utilities that have not already been installed on your computer.

Print Instructions

On your local computer, create a directory on a drive such as c to receive the files for a customer (i.e. **C:\Jersey City**). When printing a document on the customer system, select the **Microsoft XPS Document Writer** printer. Choose the local drive and directory to receive the document and give it a distinctive name such as Quotes_004 for your quotes on bid number 004.

The file will be saved in XPS format on your local computer. When you exit the server, navigate to the drive and directory and click on the file. It will be displayed in an editor where it may be printed.