

SETTING UP PRINTERS



Open Printer Setup Utility which is located in your DOCK. (If it's not, go to Go, Utilities. It should be in the list.)

Click on ADD.



Example:

Notice that the IP address (169.244.93.155) of the 8th Grade Printer shows up as well as the model of the printer (HP 8150).



IP PRINTING

We will set IP Printers. Do not use the button labeled Default Browser.

Use the Line Printer Protocol

Enter the address of the printer:

- 6th Grade - 169.244.92.19 (HP 4050)
- 7th Grade - 169.244.93.124 (HP 4200)
- 8th Grade - 169.244.93.155 (HP 8150)
- RA - 169.244.92.18 (HP 4200)
- Library - 169.244.93.155 (HP 8150)
- Lab A - 169.244.93.156 (HP 8150)
- Color Lab A - 169.244.93.250 (Generic)

PLEASE NOTE THAT STUDENTS SHOULD NOT HAVE ALL PRINTERS LISTED - ONLY THE ONES THEY NEED (Grade Level and RA). They may add the Color Lab A to use for SPECIAL projects with permission from staff and permission to actually print. We are now paying PER copy, so make sure you are not printing one little thing on each page.

After that has been done the box shown should get filled in with the address you have added and the model of the printer.

If, for some reason, the model does not show, you can pick it from a list. However, if it is not showing, check your typing. If the number is incorrect, it won't find the right printer.

Change the numbers to the name of the printer as shown in the left column. Click Add. Another screen will come up about the specifics of the printer. You can click Continue.

When done, make sure you click the printer you wish to be the default as each addition always become the default.



PRINTING

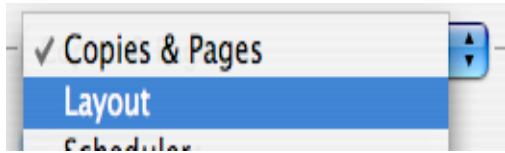
Each time you print, make sure you are on the printer you wish to be. Use the pull down as necessary to make changes.

Make sure you are printing to your grade level printer unless you are in Health, Tech Ed., Art, or PE, in which case you may need to print to the RA printer. **You should not be printing to the Color printer unless you have permission of a teacher.**

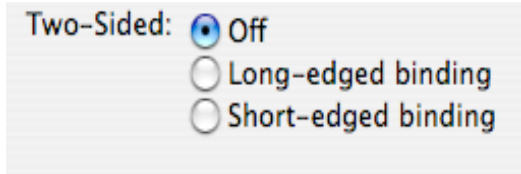
If you wish to simply print your document, click Print.

DUPLEXING (printing on both sides)

If you wish to duplex which is possible on the Lab A, Lab B, RA, and 8th Grade, and Library printers), go to Copies and Pages and select Layout.



Choose between long and short-edge binding.



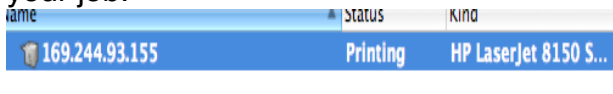
If you are printing a brochure, you will select Short-Edged Binding. Otherwise, you will probably use Long-Edged.

At this time the Color Lab A printer does not duplex.

PRINT CENTER -

Check this each time your print. It will save a lot of headaches!

The Print Center will show you the progress of your job.



If you click on the icon in your dock, you will see what appears at the left. This only shows you that a job has been sent. It does not show you the progress of the job. If you click on the word "printing" you will see how far the job has progressed. Better yet is to continue below.

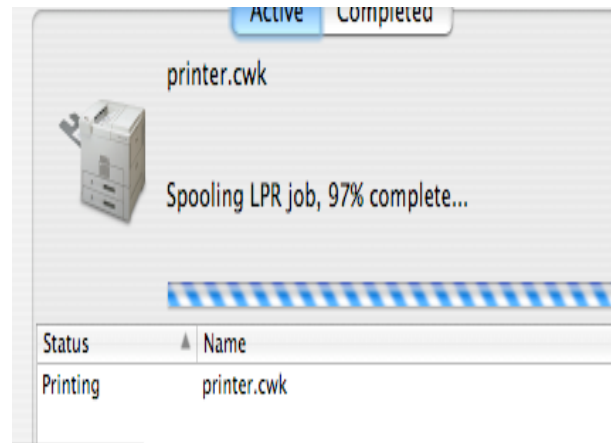


After a job is sent, an icon of the printer should show up in your dock. Click on it. Note the progress of your job. There is no need to go to the printer till the job

is complete. If the job is not making progress, do not just send it again. Figure out what the problem might be.

If you are getting a "Attempting" message, it may be that the printer is "offline," is turned off, or is other not on the network. You may have typed its address in wrong when you set it up.

Delete the print job and see if you can figure out what happened. See Mrs. Schuman if need be. Be careful not to delete the printer itself.



NOTE TO STUDENTS:

Make sure your name is on at least the very first page of each job you print!

SAVING PAPER

Help us conserve paper:

- Name on all documents.
- Check where your job is going BEFORE you hit Print.
- Check Print Center progress of job so you don't send extra jobs.
- Pick up your job promptly, leaving other pages (in order) in the printer.
- Don't print multiple copies of your jobs unless photocopying is not a possibility.
- Do not use the Color printer without a teacher's permission. It is not to be used for printing of personal items. Note that we pay PER copy on this, so make sure it is worth the page for your print job. For example, don't print out six individual small pictures on six pages. Try to get them all on one page and print just one sheet .

This information may also be found at <http://www.kitteryschools.org/~dschuman> and in the Group Shared folders on the server.