

Printing Tips

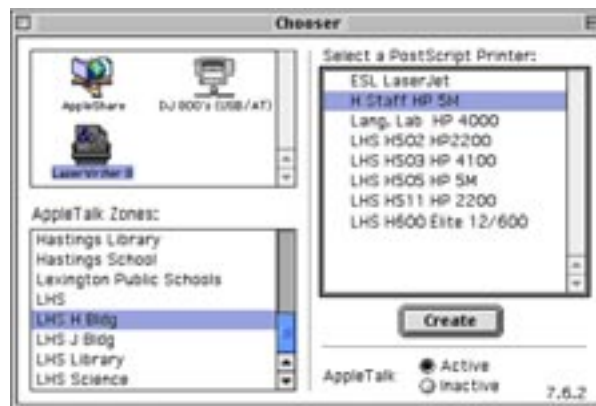
To protect our environment and keep costs down please:

use color sparingly--only for special projects, use print preview before printing out, print only what you need



Choosing Printers

1. Login to Foolproof as "Staff". Under the Apple Menu, select Chooser.
2. In the box in the upper left, Select LaserWriter 8 (DJ800 if you want to print in color).
3. In the AppleTalk Zones, select your AppleTalk zone, LHS, LHS H Bldg, LHS J Bldg, LHS Library, or LHS Science



4. In the box on the right, select the printer you wish to use. Most of the printers are designated by room number.
5. Close the chooser window by clicking the small box in the left hand corner.
6. An icon will appear on your desktop outlined in black. Your documents will go to this highlighted printer.


To toggle or switch printers:

If two printers have already been chosen (icons are on your desktop), do the following to switch between them:

- On the control strip (located on the bottom corner of your computer screen) click the printer icon. Select a printer from the printer list. If not listed follow the steps above.

Still Can Not Print???

If you are having trouble printing, do the following until printing resumes:

1. **Is the Print Queue Stopped?** - Is there a red stop sign  over the printer icon on the desktop? To restart printer queue, highlight the printer icon on the desktop. Select printing on the menu bar at the top of the page, select "Start print queue".
2. **Is the printer listed in the Chooser?** Verify that the printer is listed in the chooser by following the directions on page 30.
 - If listed, delete the printer icon on the desktop (drag it to the trash) and reselect the printer in the chooser.
 - If the printer is not listed in the chooser, it is either not turned on or not on the network. Please verify that the printer is on and that the network cable is plugged in to both the printer and the wall or hub (blue box). Reselect the printer in the chooser.
3. **When in doubt, restart!** Many printer and network connection problems can be resolved by restarting the computer.

The continuing need to select the printer may indicate the internal battery should be replaced. Checking date and time will tell you if the battery is working, but won't help select the printer.

4. If you continue to have problems, e-mail:
lhs_techsupport@sch.ci.lexington.ma.us