

SECTION 6 - PRINTERS AND PRINTING

Who should have a printer?
How are printers attached to my PC?
How do I attach myself to a networked printer?
How do I print?
What do I need to do in print set-up?
Do I need to replace toner/ink/ribbons?
How do I use different trays?
How can I print envelopes and labels?
What do I do about paper jams ?

⇒ WHO SHOULD HAVE A PRINTER?

Every pc on the common desktop should be attached to a printer. Nearly all of the other machines in the library are also attached to a printer. This is done in two ways: either directly, through LPT1 or through a networked printer or jet direct box.

LPT1

LPT1 means your printer is plugged directly into the parallel port on the back of your pc. No-one else will be able to print to this printer unless you have a double connection.

⇒ NETWORKED PRINTERS

Most printers in the library are networked printers. To network a printer we need a piece of hardware which talks to the network. This hardware can either come inside a printer or additionally in an external box called a Jet Direct box. To attach to a network printer you must first have the software required. There is software specific to each model of printer which allows the pc to 'drive' the printer (they are conveniently called 'printer drivers'). These have to be installed by Systems. Systems can attach you to a number of networked printers but only one can be set as default.

To set a networked printer as default. First there has to be a network printer available to you. If you open *settings* from the menu and open *printers*



fig.1

You will see a list of printers to which you have access to. To attach to a network printer: Choose the printer to which you want to attach. Right click on the icon. A drop-down box should appear.

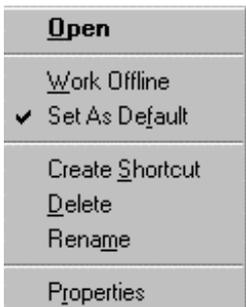


fig. 2

You can click on *Set As Default* to choose a default printer. Then choose print in the application from which you want to print.

Examples: in Word choose *File* from the toolbar, then *print* to get the following box. Make sure the printer name is correct, check any other boxes for settings. Then OK.

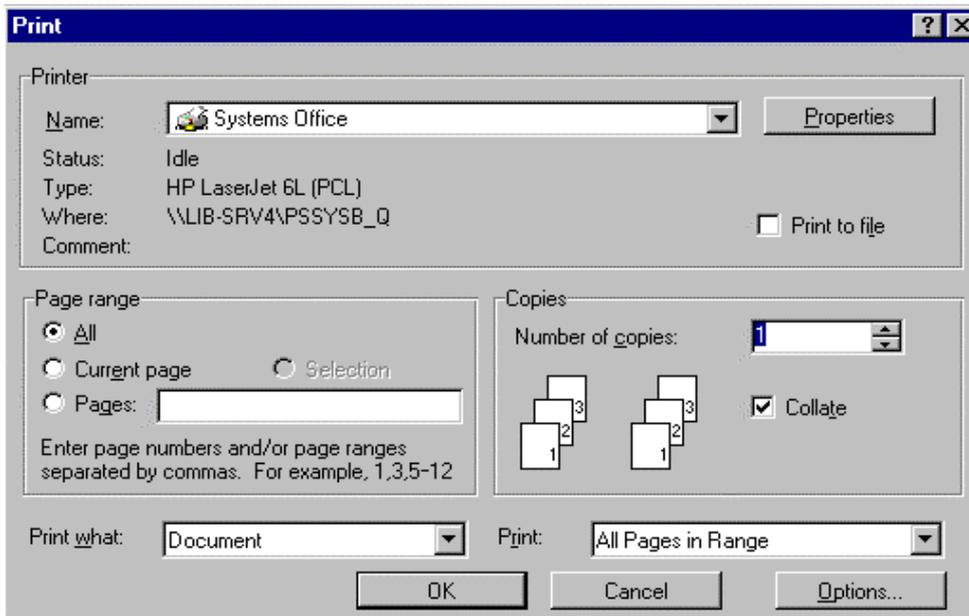


fig. 3

Many applications have an icon on the toolbar to print like this:



fig. 4

Some applications work with the Print screen button on your keyboard.

⇒ PRINTER SETTINGS IN APPLICATIONS

When printing from Word, P-Mail, Netscape etc you need to make sure that your target printer is set as default and that the settings are correct.

In Word:

Go into print

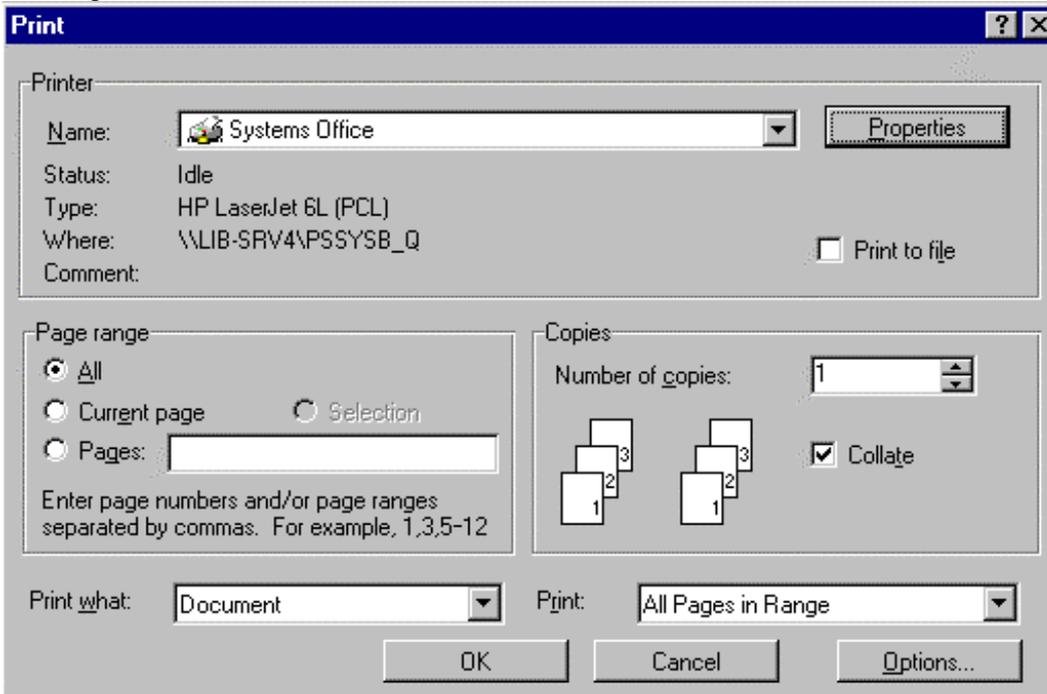


fig. 5

Check that the correct printer is listed in the Printer name box. Use the drop down menu to locate the correct printer if necessary. To check the paper settings go into <Properties>. This will show the following box:

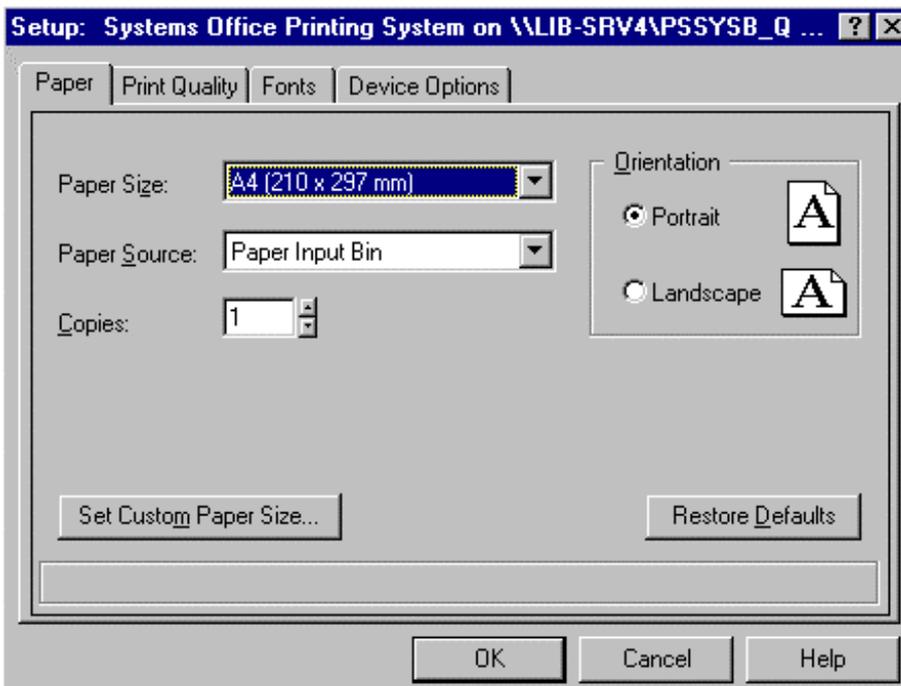


fig. 6

Make sure the paper size is correct (usually A4). Make sure the Paper Source is correct (usually Paper Input Bin or Auto Select). If you have a printer with more than one tray you may need to specify which tray to use. There will be a default setting which the printer will use if you don't specify (the Paper Source box will usually say Auto Select or Default Tray (Paper Input Bin)).

⇒ QUEUED PRINT JOBS

To see if your printing is queued double click on the printer icon. You should see a box like the one below. This example shows one job in the queue. There may be more jobs in the queue were not sent by you. This box shows you all jobs that are currently queued to that printer, if it's a network printer there may obviously be quite a few people sending printing. Under status you will be told what is happening to your printing.

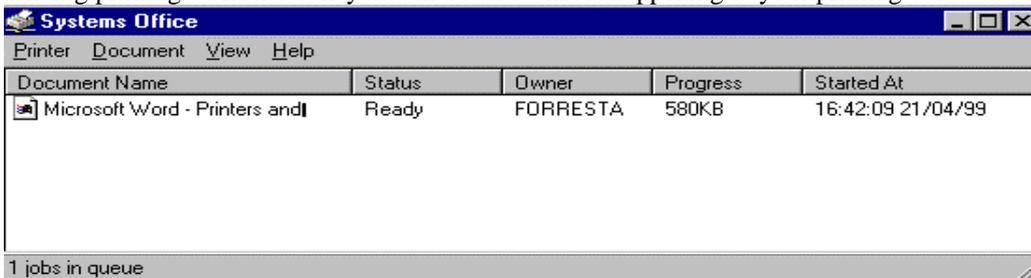


fig. 7

If your printing does not appear you can try deleting the job and sending again. Do this by picking *Printer* from the toolbar of the box in fig.5. You will be shown this box.

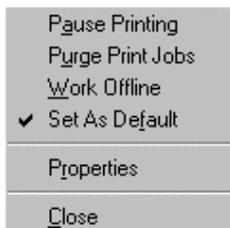


fig. 8

Choose *Purge Print Jobs*. Don't worry, you will only be able to purge your own jobs. Any jobs that belong to other people attached to that printer will not be purged.

⇒ BANNER AND FORM FEED

When you print you may get a banner page and a form feed page. These are optional. In most cases it is best to turn these off.

In printer settings:

Choose *printers* from *settings* off the Main Menu (through Start or use the Windows key on your keyboard). You will be shown the list of printers (fig.1 above). Right click on the printer icon to get the box (fig. 2 above). Choose *Properties*. You will see this box:

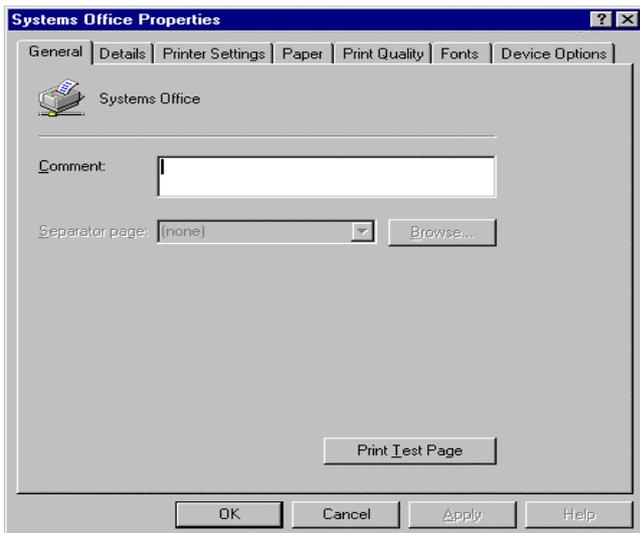


fig.9

This will give you various options. To disable form feed and banner choose *Printer settings* to see the following:

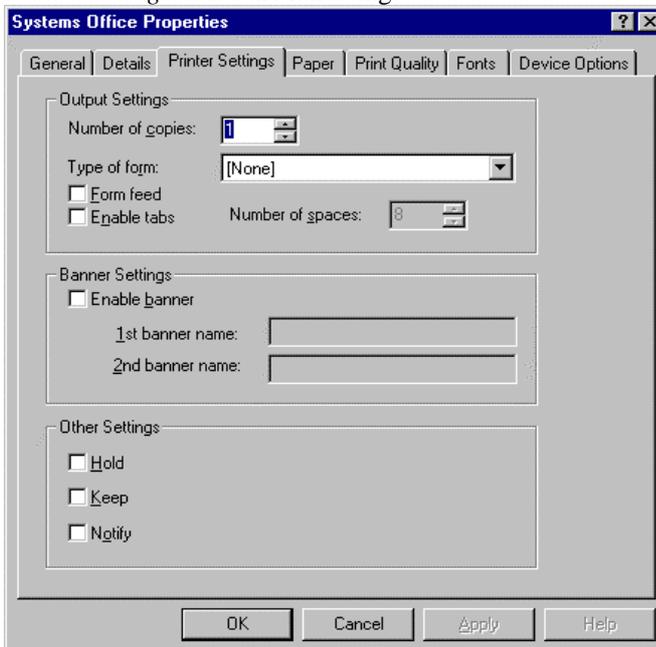


fig. 10

If the form feed and banner boxes are ticked. De-select them by clicking on each tick once. Then choose *Apply* and *OK*.

⇒ TONER CARTRIDGES AND RIBBONS

If your printing begins to come out patchy or faded you will have to replace the toner cartridge or ribbon. Each printer will have a manual to help you do this. New ribbons and cartridges can be obtained from the General Office (503384). You will need to give the General Office the model number of the cartridge/ribbon. If you can't find this on the cartridge or ribbon itself then they should be listed in the printer manual.

To extend the life of toner cartridges you may be able to take the cartridge out and gently shake it horizontally, this spreads the toner powder evenly over the printing bar.

⇒ **PAPER JAMS**

If there is a paper jam you should switch the printer off. If you feel confident try to pull the paper gently out. Never force or pull too hard, never stick objects into the printer to try to retrieve the paper. All serious paper jams have to be reported to EUCS.