



Training Service Website Design

Printers

Printers come in all sizes and some even come in combinations with scanners and fax machines. They aren't as expensive as they once were. After all they are almost totally plastic. What costs is the Ink. Use the Print Preview option to see on screen what the project will print out like prior to actual printing to avoid wasting paper and ink.

There is no real trick in setting up a printer. Just READ the INSTRUCTIONS! This is vital because depending on the manufacturer you may have to connect it to the computer before installing with the software while others don't want you to connect the computer to the printer until the installation wizard prompts you to do so. Register your printer online with the manufacturer. They will ask you if you want to get emails on promotions, this can save you a lot of money on paper and ink.

Wireless Printers

A wireless printer needs to have a wireless intranet setup in your home or office. That's right Intranet. This means you have a local network. There are modems that come with a wireless unit in it so there is no need to purchase a separate piece of hardware. Your printer must also be labeled as being a Wireless printer. Follow the onscreen instructions after starting the DVD in the computer there will be a chose at some point to use it as a Local (connected to the computer) or Wireless. If you have a problem call me. 480 474-8037.

Printer Use and Maintenance

-  Use the manufacturers ink cartridges, they may be a little more expensive but the quality will be worth it. If going away for a lengthy period of time remove the cartridges, put them into an airtight plastic baggy and put them in the refrigerator to avoid dry out.
-  Use good quality paper, there is matte or glossy paper for photographs and labels
-  Use forced air in a can to blow out any paper dust periodically

Printer Problems

-  Remove all paper from the paper tray – this will stop the printer from printing
-  After the page finishes printing, turn off the printer
-  Click on the printer icon on the task bar (lower right-hand corner of your monitor) or
-  Click on Start > and look for Printers in the menu, if it doesn't show click on Control Panel
-  Double click Devices or Printers
-  Click on your printer icon
-  The printer queue window will open
-  Click on Printer on the toolbar
-  Click on Cancel all Documents
-  Close all windows
-  Replace the paper in printer tray
-  Turn on printer
-  If problem continues, delete the printer and reinstall it

Reinstalling a Printer

-  Shut off the printer
-  Locate the printer as directed above
-  Right Click on the printer icon
-  Left Click on Delete
-  Click on Yes when prompted
-  Click on Add Printer
-  The Add Printer Wizard will open
-  Follow all prompts, you will not need to reinstall the software because it is already on your computer

Printers

-  Close all windows
-  Turn printer back on