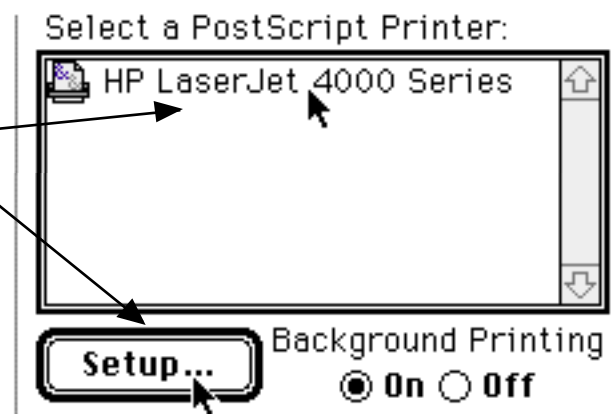
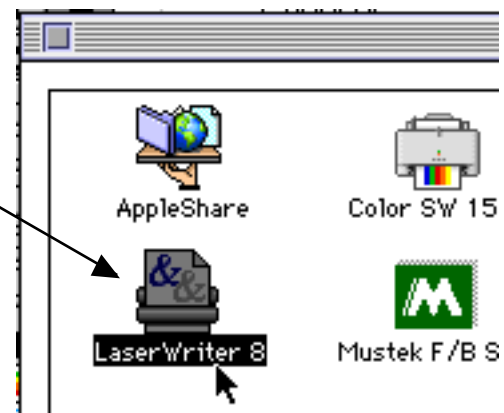


Tech Tip:

Printing to the Laser Printer in the Lab

Out of ink? Want a higher quality print-out (no color)? The laser printer in the computer lab is networked and accessible from classrooms. It is easy to do- really! The steps below will walk you through it.

1. Under the Apple menu, go to the Chooser.
2. Look at the icons on the left. If there is an icon called Laserwriter 8 click on that and go to Step 3
 - 2.1. If there is no icon called Laserwriter 8 in the Chooser you'll need to turn it on. Go to the Apple menu and select Control Panels, then go to the Extension Manager.
 - 2.2. Scroll down the list until you see Laserwriter 8 and click in the box to turn it on.
 - 2.3. Restart your computer and go to step 1.
3. After clicking on the LaserWriter 8 icon look on the right hand side of the Chooser. "HP LaserJet 4000 Series" should appear.
4. Click on the words "HP LaserJet 4000," then click on "Setup" or "Create" below.
5. The computer is going to setup the printer for you. If it asks you to choose a printer from a long list, click on "Use generic" from the right and OK to any questions.
6. When the Chooser appears you are done. It may tell you that you've changed your current printer and to go to page set-up, but do not worry.
7. On your desktop you'll see the icon for the LaserWriter. It should have a thick black line around it to indicate it is the currently selected printer.
8. You can go back to using your inkjet printer by clicking on its icon on the desktop, and then select "Set as default printer" under the printing menu on the menu bar (easier than going through the chooser again!)



Nancy Parker, Diane Bomberg and Leslie Mulligan have used the computer lab printer and can help you if you get stuck in this process.