

Tech Tip:

Using the Color Laser printer

A networked color printer is located in the library, but every computer in the school can use it! Here's how...

The first time you use the color printer, you need to "set it up"

1. Go to the Chooser
2. Click on the Laserwriter 8 icon
3. Two printers will appear on the right, the lab printer (HP 4000), and the Color Laserjet
4. Click on the Color Laserjet, and below choose "Create"
5. The chooser will begin communicating with the printer, and ask you for a printer description- use "Generic"
6. A new icon will appear on your desktop for the Color Laserjet. You are ready to go!
7. The dark line around the icon indicates it is the current default. To switch back to your regular printer,
 1. click on it
 2. from the menu bar, go to printing
 3. and select "set as default printer"

