



IT Support User Guides

Help and advice with using computers and our network

Using Staff Area Printers at Chester Campus

To print work in the staff development area you have several options available, depending on what you would like to print.

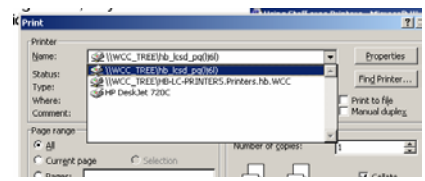
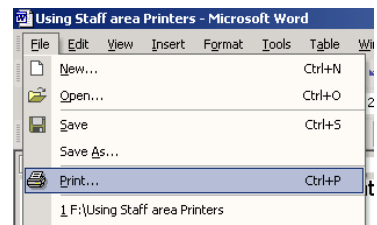
Printing small documents and emails in black and white

Using the Laserjet 6 printer

- Select **File, Print** then **Laserjet 6 (lj6l)** from the list

Selecting **File, Print** is usually the best option when printing in the Learning Centre, as you can select the specific printer you need.

Check to see if there is paper in the feeder at the top, you can get more from the issue desk.

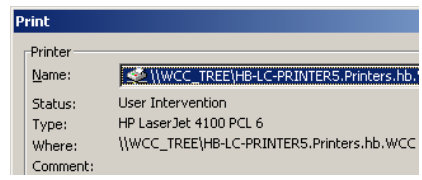


Printing larger documents in black and white

Using Printer 5 - If your document has more than a few pages, this is the best printer to use. It is located near the Silent Study computers adjacent to the Staff area.

- Select **File, Print**, then **Printer 5** from the list

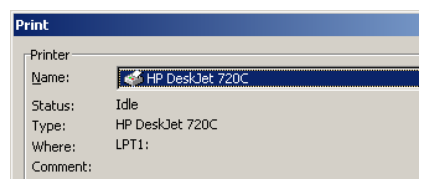
This printer is shared by silent study learners and classes held in LC7, so at busy times remember to insert your paper just before printing.



Printing in colour

Using the Deskjet 720c - You will need to use the computer marked **SD4**, connected to the CD writer and scanner. The colour printer has a local connection to this machine.

- Select **File** and **Print**, then **HP Deskjet 720c** from the list. Please ensure there is paper in the tray



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Please ensure that you collect your printouts, especially confidential documents – if you have problems printing, or need further assistance contact the IT Support staff.

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