

## Printing at MJ1

<b>Copier Name</b>	<b>Location</b>	<b>Special Features</b>
Library Copier New	Across From Office	Color, staples
Middle School New	Outside Room 146	Color, staples
Primary Hallway New	Outside Room 214	
Main Office New	Main Office	B/W, staple, fold
Workroom Copier New	Workroom	B/W, staple, punch
FollowPrint	Any of the above	

## Setting Up a Printer if it is not Showing in Windows 7

1. Click on the **Start** button and select **Devices and Printers**.
2. Click **Add a Printer** (top left of window below the tool bar)
3. Choose **Add a Network, Wireless, or Bluetooth printer**
4. If the printer name is visible double click on it OR if there are no printers visible click **The printer I want isn't listed**.
5. Choose the printer from the drop down list by clicking on it.
6. Click **Next**. "If you are asked **Do you trust this printer** click **Install driver**".
7. Click **Next** to approve the printer name.
8. Click the box labeled **Set as the default printer** if you want this printer to be the default printer.
9. Click **Finish**

## Using FollowPrint

If you choose FollowPrint as the printer, the print job is sent to a queue. When you enter your 4 digit printing code at any of the copiers the job will print out. Large jobs take longer to load. There should be a flashing light below the screen if you job is loading to be printed. Jobs sent to Followprint but not retrieved are deleted after 24 hours.

## Large PDF files or Printing Directly From the Internet

Large files sent to a copier to be printed can take much longer than a normal print job. If the lights below the screen are blinking then the job is loading and you will need to wait. If there are no lights, then the job is likely held up. Often you will need to do a full shutdown on your computer. The job should be sent after the computer is fully restarted.

Printing directly from the Internet without a website print button or icon in the document you are printing can be sketchy. The definition of a page in a website does not often correlate to a printed page. If there is an option to print (print button or similar) on the website then the browser will know how to format the info for printing and it should print as indicated.

If you have trouble you can highlight, copy, and then paste into Word or WordPad and then print.