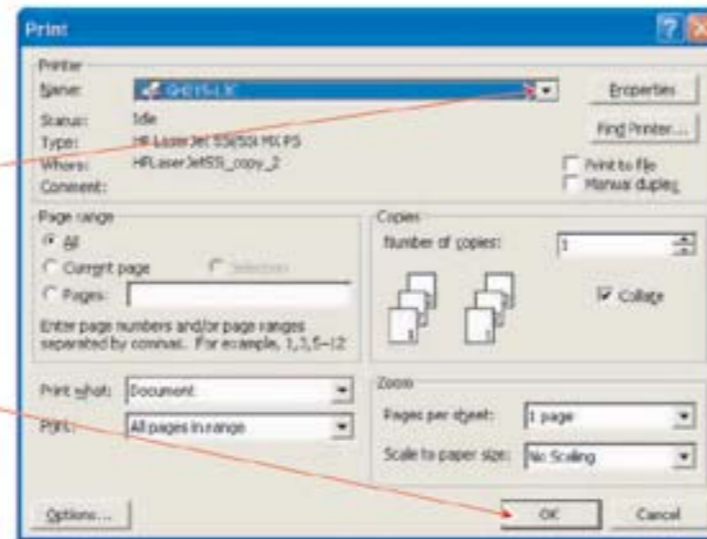


HOW TO SELECT A DIFFERENT PRINTER

There are two ways to change the printer in Windows XP

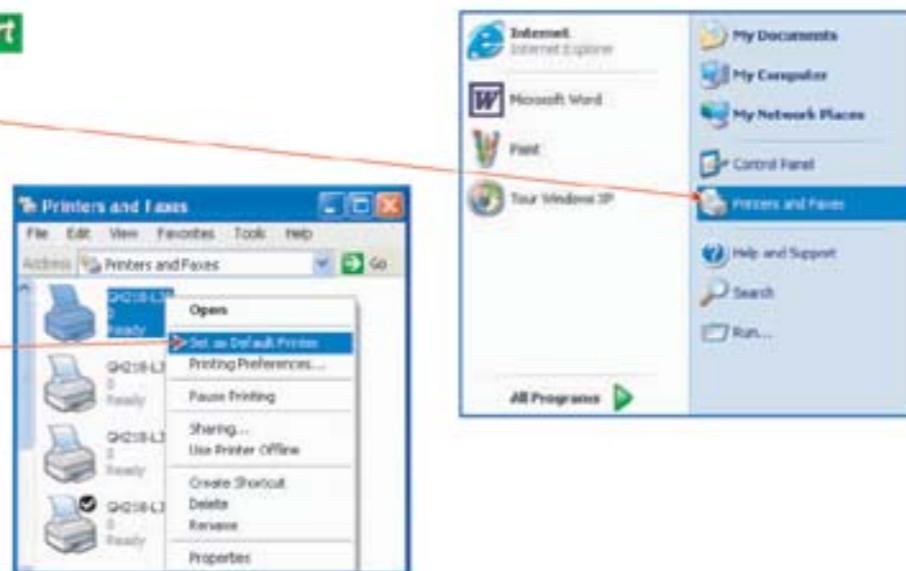
1. From within an application

- Select 'Print...' from the File menu
- Select printer from the pull-down menu
- Click 'OK' to print



2. From the Start menu -

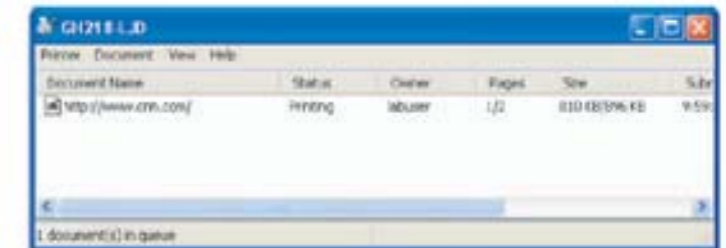
- Select 'Printers and Faxes' to open the Printers window
- Right-click the desired printer
- Select 'Set as Default' from the pop-up menu
- Close Printers window - 



OTHER TIPS:

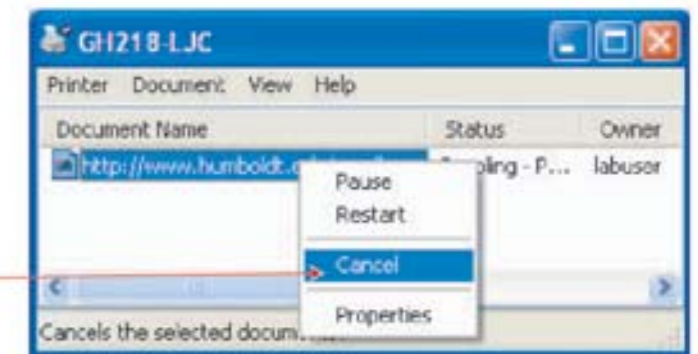
CHECKING PRINT JOB STATUS

- Double-click the printer icon in the Taskbar
- This opens the printer queue window where print jobs can be monitored and cancelled if necessary



CANCELLING A PRINT JOB

- Open the printer queue window and right-click the document name
- Select 'Cancel' from the pop-up menu



Naming Conventions

EXAMPLE: GH215 has three laser printers
These are named GH215-LJA, GH215-LJB, GH215-LJC



Default Printers

Each workstation has a default printer assigned - the checkmark icon represents your default printer

WHY CHANGE PRINTERS?

Avoid printers that are busy, jammed or otherwise temporarily unavailable by selecting a different printer

A blinking red light on the printer is a sign that the printer is jammed or otherwise unavailable