

The updated print server is completed. This new print server allows staff to install their own printers from the entire school. You will be able to add a printer at any time as your needs change.

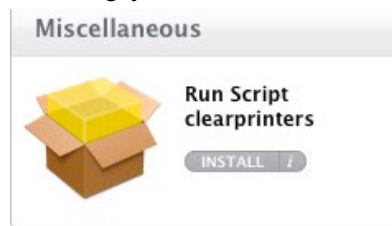
To update your printers to the new server please do the following.

1. Take note of which printers you currently use. Printers are organized by room number.



2. Locate the Self Service Icon in your Applications Folder (go to finder) and double click on it

3. Once Self Service is running you will see the following, click on install



4. You will be prompted with a description indicating that your printers will be cleared. Click on install. Once this completes your old printer settings have been removed. This takes a few seconds to complete.
5. You will now see all the available printers in the District. The printers are organized by room number, if you hover your mouse on the icon it will allow you to see the entire printer name.

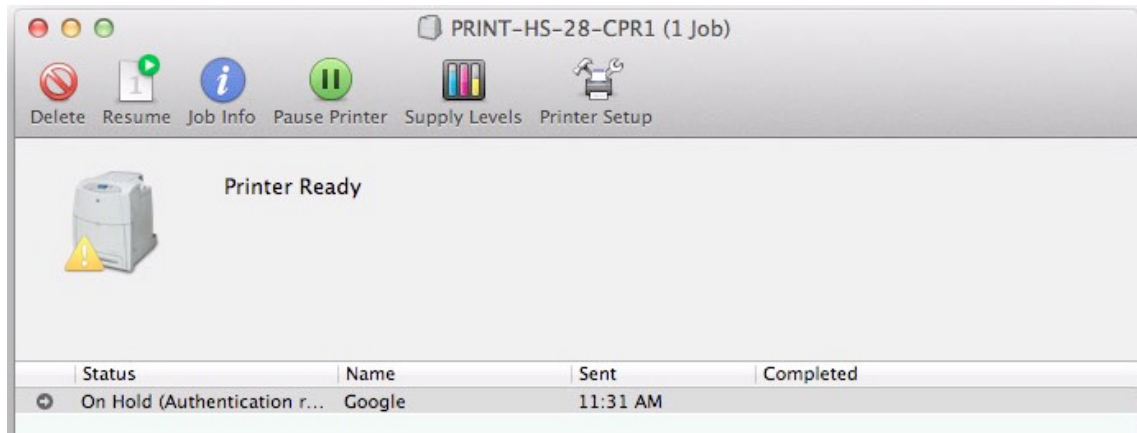
The printers names have the following meaning.

- PR# - indicates a standard laser printer
- CPR# - indicates a color laser printer
- COPY# - indicates a multifunction copier
- CCOPY# - indicates a color multifunction copier

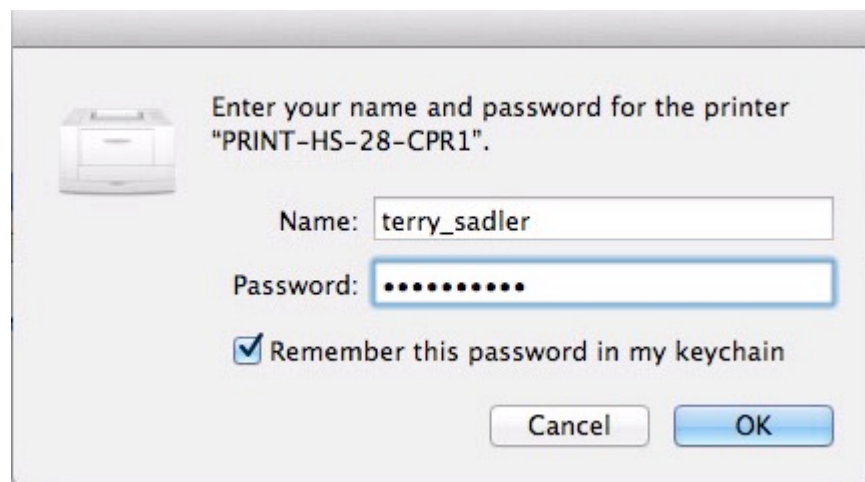
6. Click on the install button by each printer that you need. You can always add more later!

CONTINUE READING!!!!

7. Close Self Service. Once you have selected the needed printers, The first time you try to print to the printer you will notice that the printer icon will bounce on your dock and has a yellow triangle. See the picture below. Open the printer icon on the dock. You will see that the printer shows the print job on hold in the status list.



8. Click on the Resume button, you will be prompted for username and password. Enter your normal username first_last and a password of Te@cher690



MAKE SURE you click on box to remember in keychain, so you only have to do this one time!!! Click ok. Your document should print. You have to repeat this process for each printer you have installed as you print to it the first time.

If you see any issues like the printer returns to pause, etc please submit a support ticket to us.