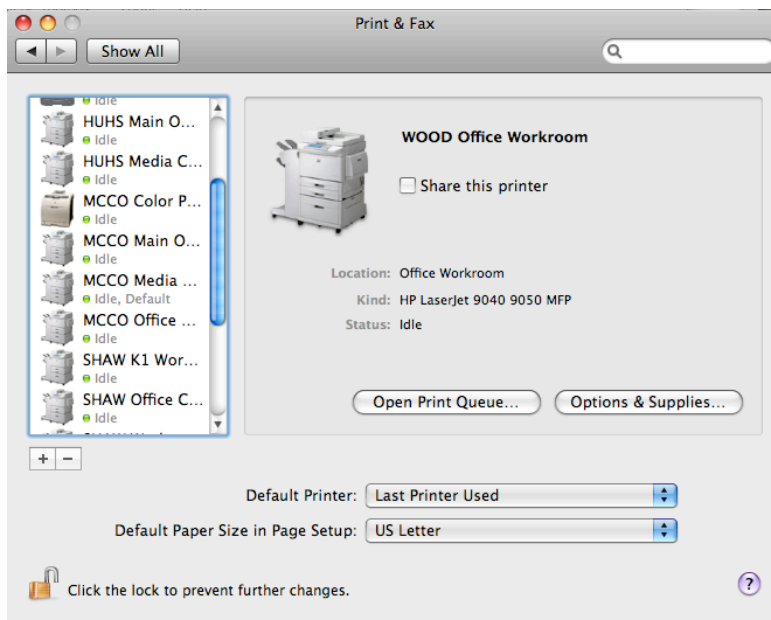
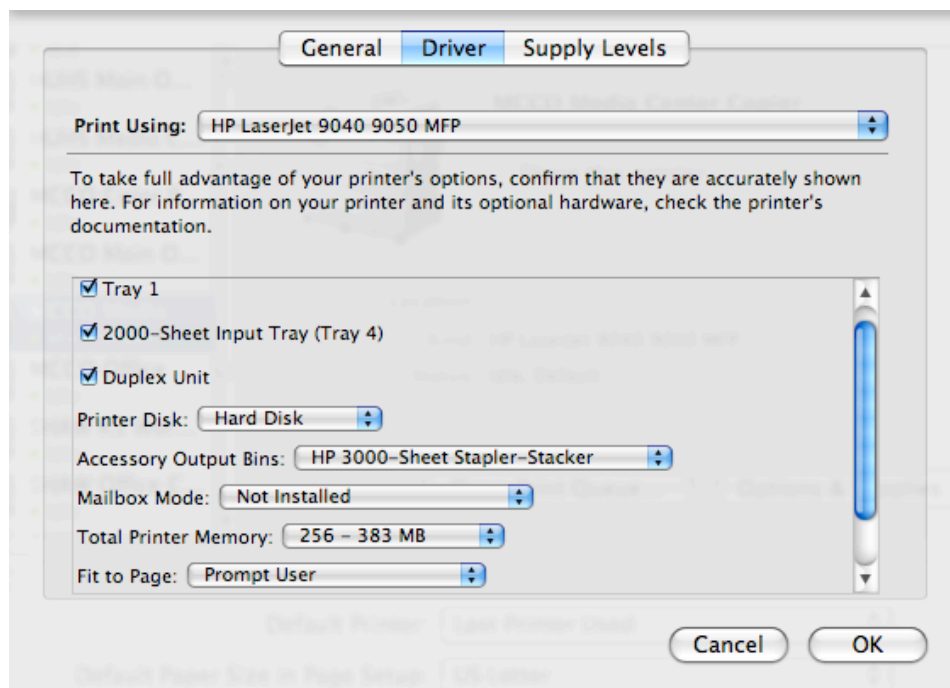


Configuring the Printer

- Open System Preferences and locate Print & Fax and double click. The following window should appear



- Click once on the Printer/Copier you wish to configure.
- Once you have selected the Printer/Copier, click the button labeled “Options & Supplies”. Click on the tab labeled “Drivers”.

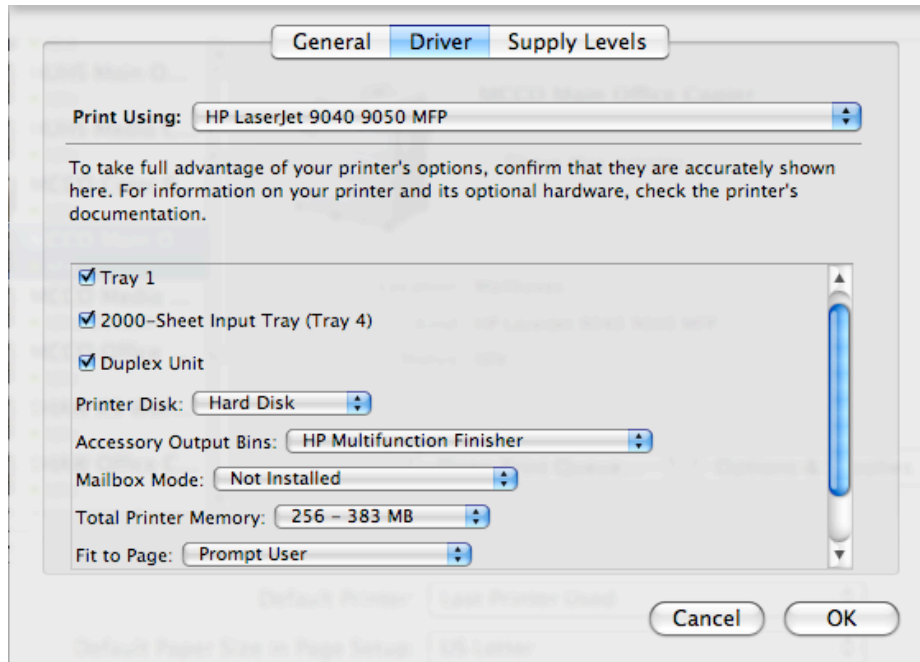


- Set the options as shown above except for those copier machines located in the building offices. These will also work for only those office machines at McCormick and High School that are labeled Copier/Fax in their names.

Printing Instructions for HP LaserJet 9050/9040 mfp

Macintosh OS X

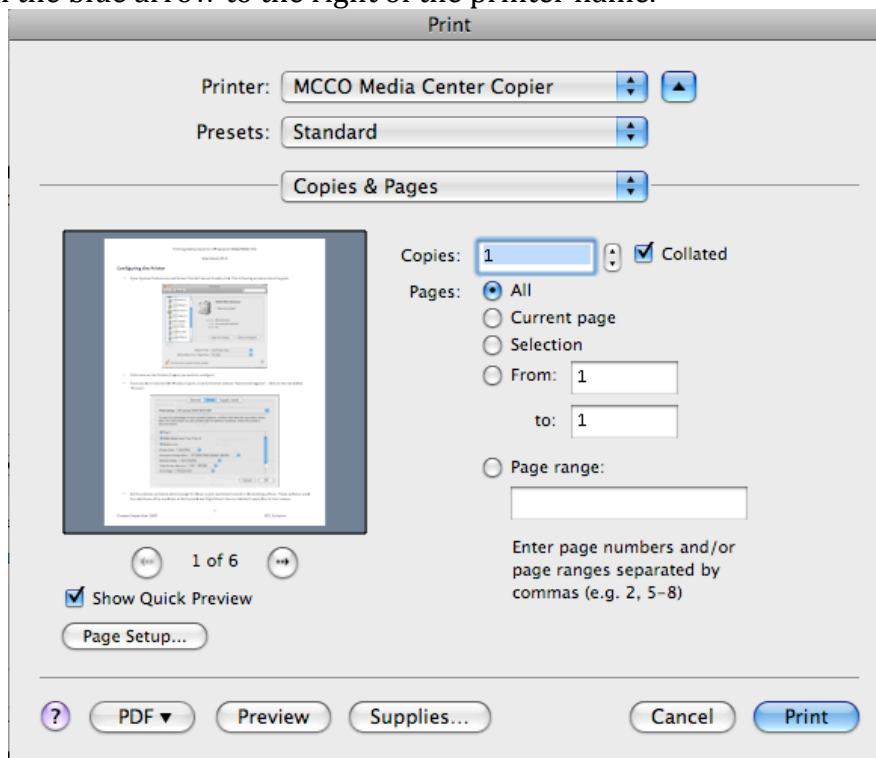
- Set the options as shown below for those machines located in the building offices that do not have Copier/Fax in their names.



- It is very important that you make sure you have Mailbox Mode set to "Not Installed". If you don't do this then you will not be able to have your print jobs stapled.

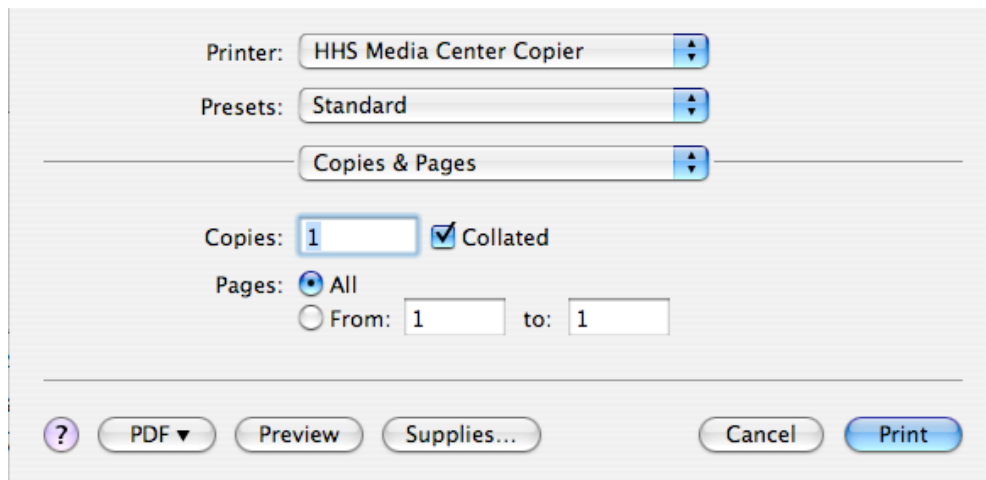
Special printing functions

When print from an application, you should see the following screen. If you don't see the following information, click on the blue arrow to the right of the printer name.



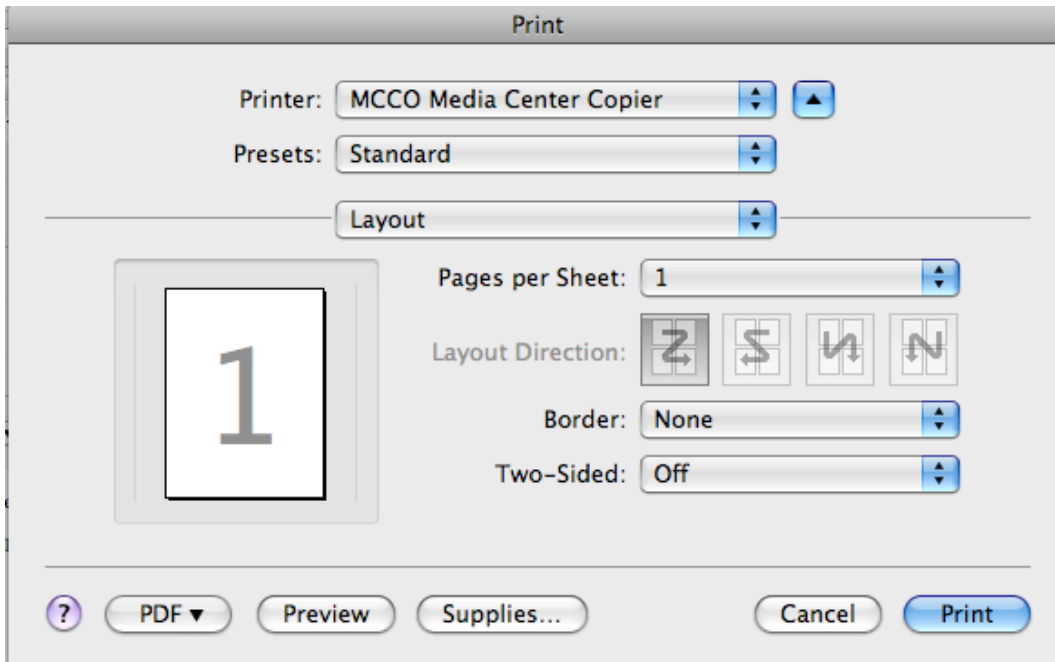
Double sided Printing

- Click on Print from within your application. The following screen should appear:



- On the third drop down menu, click where it says "Copies & Pages" and select layout from the options.
- The following screen should appear.

Macintosh OS X



- You have the choice to two layout options:
 - Long-edged binding
 - When printing in Portrait mode, this will be most commonly used layout.
 - Short-edged binding
 - When printing in Landscape mode, this will be the most commonly used layout.

Paper Handling

You can have the copier automatically adjust to fit to a specific paper size.

Examples might be printing the Course of Study for your class. The original document was produced on 11x17 paper but you need to print on 8.5x11 paper. By selecting "Scale to fit paper size" and selecting letter, the copier/printer will automatically shrink the page to fit the paper size.

Printer: HHS Media Center Copier

Presets: Standard

Paper Handling

Page Order: Automatic
 Normal
 Reverse

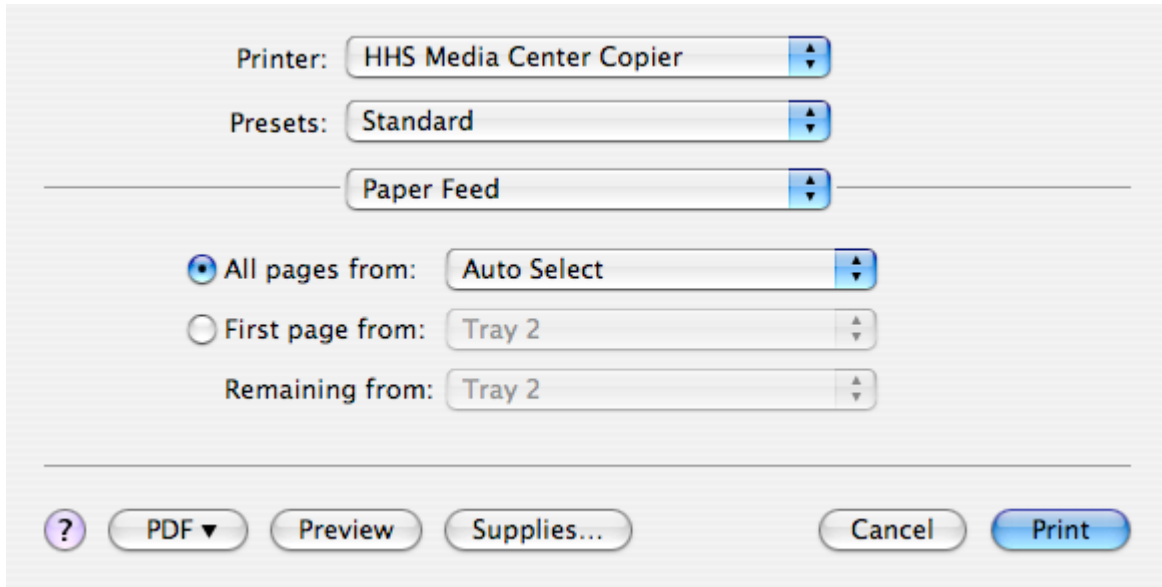
Print: All Pages
 Odd numbered pages
 Even numbered pages

Destination Paper Size:
 Use documents paper size: US Letter
 Scale to fit paper size: US Letter
 Scale down only

? PDF Preview Supplies... Cancel Print

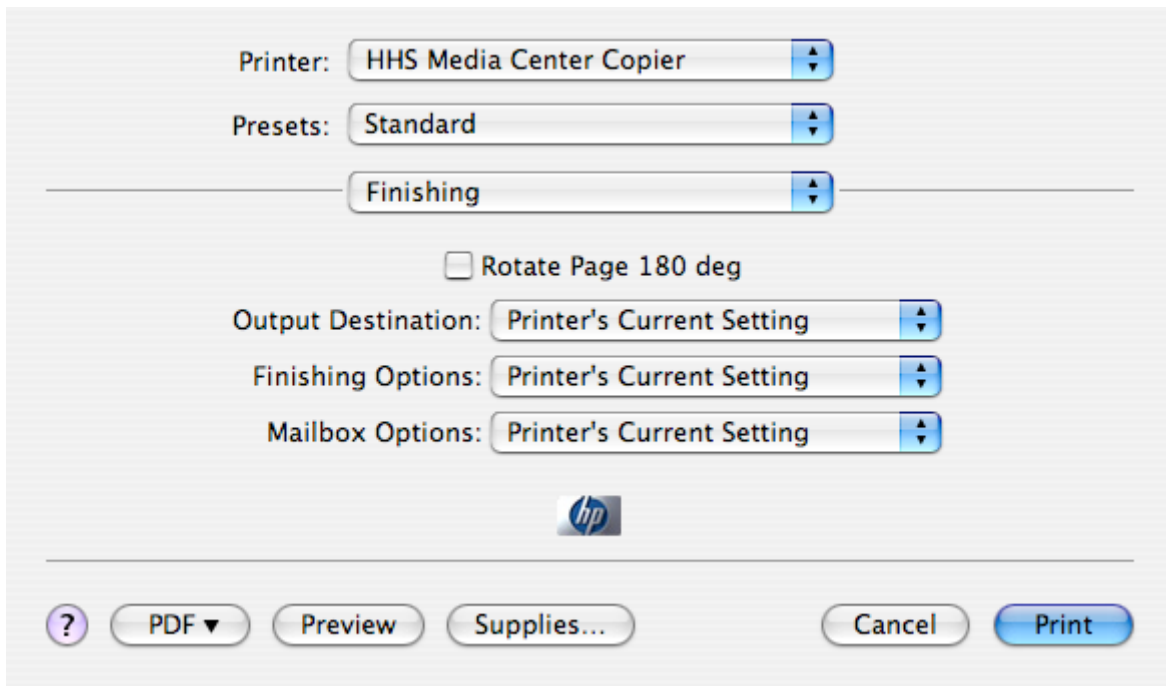
Selecting specific paper trays.

You shouldn't need to use this feature unless you are running a print job where you wish to use different paper for the top sheet than for the rest of the pages. For those individuals that used to use the build job feature on the Xerox copiers to run different colors on different pages, contact Deanna. There is a way to do this as a print job from Windows, just not from the Apple side at this time.



Stapling

Select Finishing from the drop down menu.



Where it says **Output Destination**, select “Stapler”

Where it says **Finishing Options**, select the number and position of the staples that you want.

Troubleshooting Tips:

Problem: When you go to Output Destination, you do not see the option for Stapler

Solution: Check your Printer Configuration in the Printer Setup Utility. You may not have the correct finisher selected.

Problem: You selected Stapler for Output Destination, but you cannot select the number of staples under Finishing Options.

Solution: Check your Printer Configuration in the Printer Setup Utility. You may not have set the Mailbox Mode to “Not Installed”.