

SAYRE AREA SCHOOL DISTRICT TECHNOLOGY TIPS

COPIERS – HOW TO PRINT TO SASD NETWORKED COPIERS

Purpose

The purpose of this document is to explain how to print to a SASD Networked Copier.

Please note that not all copiers are hooked to the network.

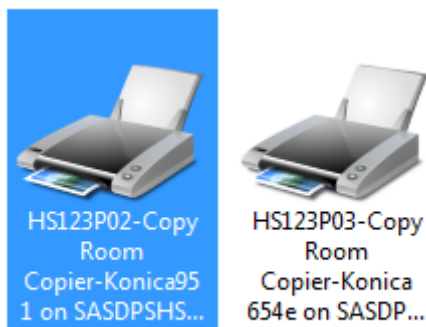


Figure 1 - Sample SASD Networked Copiers

For all high school employee use, the currently networked copiers are a Konica 951 and a Konica 654e.

In other areas, there are specific networked copiers for that area (ex. HS Business Office).

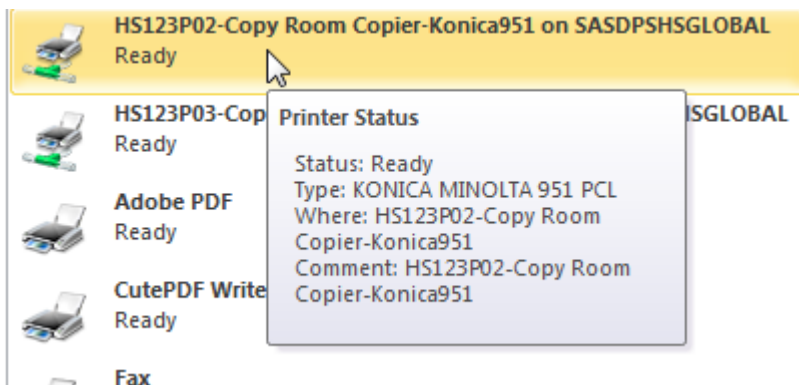
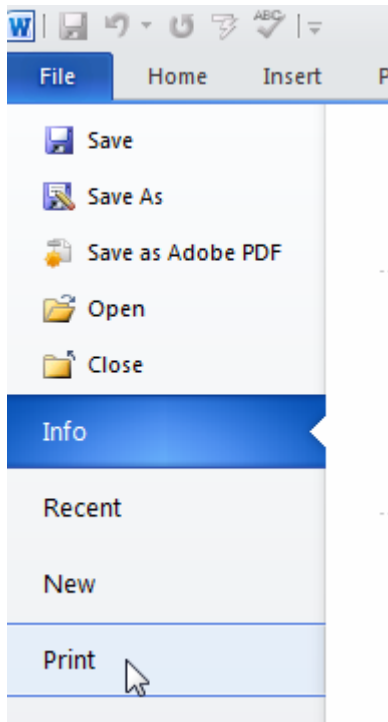
Print From MS Office (ex. Word)

Printing to SASD Networked copiers is quite easy.

Let's say you are in MS Word and need to print to a SASD Networked copier.

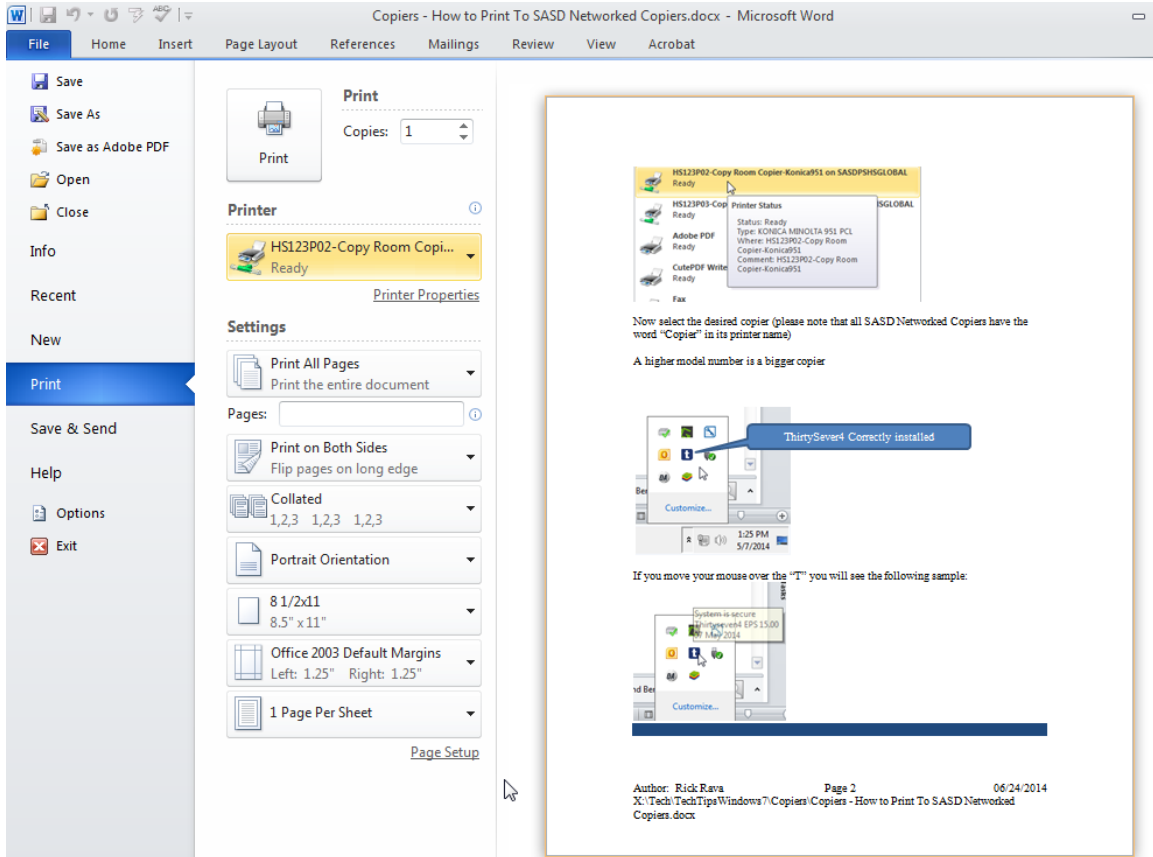
Open up the desired MS Word Document.

Click on File – Print



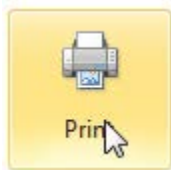
Now select the desired copier (please note that all SASD Networked Copiers have the word “Copier” in its printer name)

A higher model number is a bigger copier



Once you select the appropriate Copier, you can then choose any of the appropriate print options (see sample screen above)

Then click on the Print icon



That's it!