













The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The central area is white, providing a clear space for the text.

What is going on with
the Brown School
Printers?

Whenever you login to a computer the printers that are available for the *whole* building will show up for you to use.

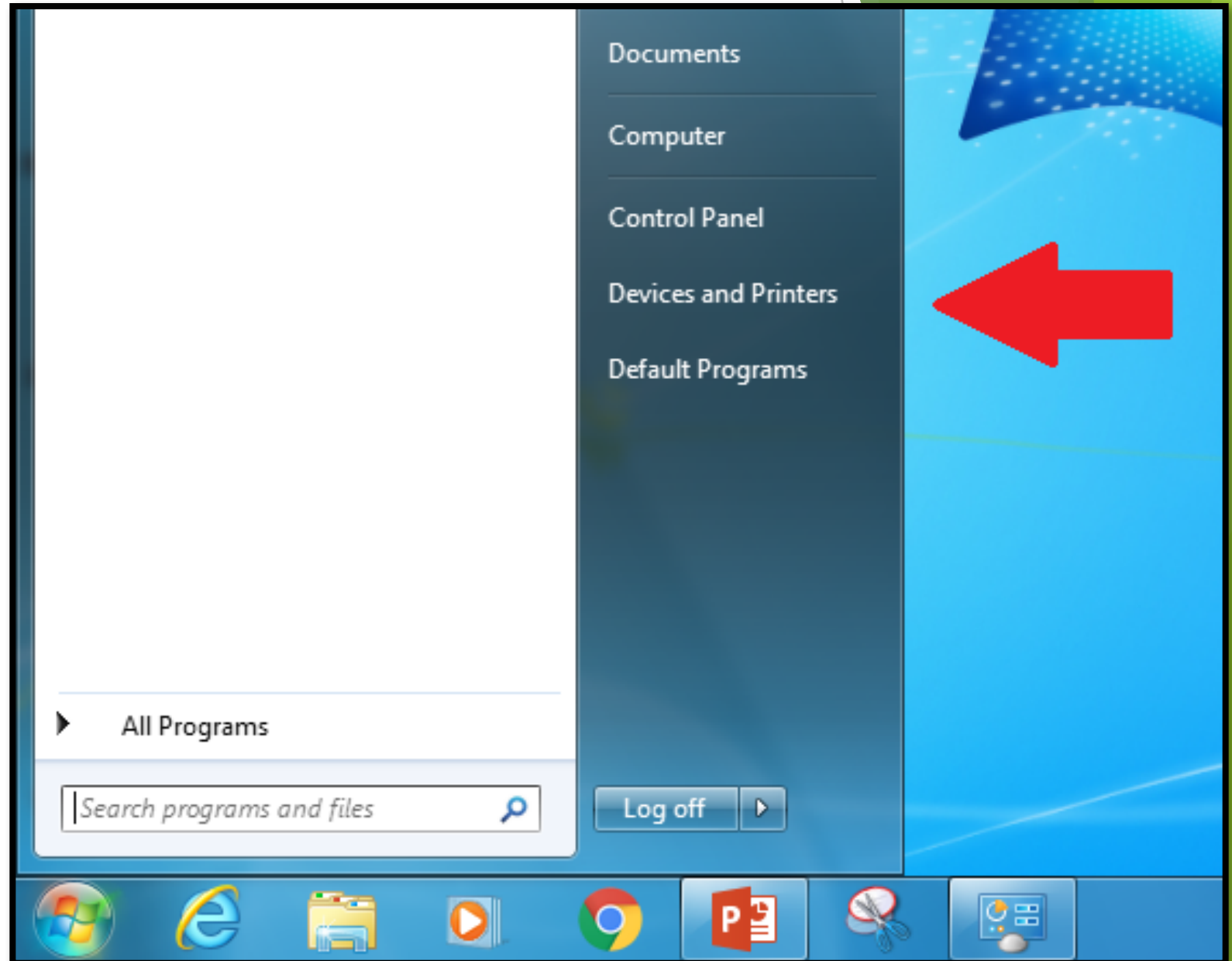
- All of the printers have 165 then the room number
- You **MUST** pay attention to the **ROOM** number.
- Notice that the **Counselor Office** is the Default - **NOT GOOD**

Printers and Faxes (12)

 165-COUNS-LX65 6 on E275PRINTSRV01	 165-LIB-LX810 on E275PRINTSRV01	 165-Rm112-HP40 15 on E275PRINTSRV01	 165-Rm213-HP40 15 on E275PRINTSRV01	 165-Rm218-LX61 0 on E275PRINTSRV01	 165-Rm220-HP60 5 on E275PRINTSRV01	 165-Rm308-HP40 15 on E275PRINTSRV01
 165-Rm326-HP40 15 on E275PRINTSRV01	 Fax	 Microsoft XPS Document Writer	 Send To OneNote 2013	 SMART Notebook Document Writer		











How to pick a default printer?

- Log in to school computer and click on the Windows Start button (bottom left hand corner)
- Then click **Devices and Printers** tab.















- Make sure you are selecting the printer you want by ensuring the room number for the correct printer
 - The room numbers are indicated by “Rm” followed by the room number, for example the outlined printer is for room 220
 - The printers may also be named after the room they are in the library printer is named “LIB” for easier identification
 - The correct printers will always have the numbers “165” at the beginning of the printer name

Printers (12)

					
165-LIB-LX810 on E275PRINTSRV01	165-Rm112-HP40 15 on E275PRINTSRV01	165-Rm213-HP40 15 on E275PRINTSRV01	165-Rm218-LX61 0 on E275PRINTSRV01	165-Rm220-HP60 15 on E275PRINTSRV01	165-Rm308-HP40 15 on E275PRINTSRV01
					
Fax	Microsoft XPS Document Writer	Send To OneNote 2013	SMART Notebook		

- To select a default printer, **right click** on the printer you want to print to and select “set as default printer”

Printers and Faxes (12)

 165-COUNS-LX65 6 on E275PRINTSRV01	 165-LIB-LX810 on E275PRINTSRV01	 165-Rm112-HP40 15 on E275PRINTSRV01	 165-Rm213-HP40 15 on E275PRINTSRV01	 165-Rm218-LX61 0 on E275PRINTSRV01	 165-Rm220-HP60 5 on E275PRINTSRV01	 165-Rm308-HP40 15 on E275PRINTSRV01
 165-Rm326-HP40 15 on E275PRINTSRV01	 Fax	 Microsoft XPS Document Writer	 Send To OneNote 2013	 SMART Notebook Document Writer		

What it looks like in WORD

- You can also pick the correct printer while you are in WORD.
- Once you click PRINT pay attention to this section in BLUE
- You **MUST** look for the **ROOM** number.

