

Troubleshooting Printing Issues

The most common problem that we see with printing is when someone tries to submit a print job, it may come up with a SAVE AS box or it may try to save it to another location issue. The most common issue with this is that your default printer is not set as the physical printer on your desk or in the one in your classroom. In the steps below I will show you how to set your default printer.

1. Click **Start**
2. Over to the right side you should see an option that says **printers and faxes**, click on that option.
3. In the window that pops up you will see a list of the printers that are currently installed on your computer.
4. Find the printer that is connected to your computer, **right click** on that printer.
5. Select the option that says **SET AS DEFAULT PRINTER**.
6. If after doing this you still cannot print, follow the suggestions below to make sure that your printer is not having a printer error.

Are there any error lights on the machine, is so you may have a paper jam or another issue

Make sure that the printer is physically connected to power.

Make sure the printer has paper in it.

If after checking the following items above, you still cannot print, submit a work order by clicking the link below.

<http://www.myschoolbuilding.com/myschoolbuilding/mygateway.asp?acctnum=317073178>

This link will take you to the Lamar School District's Work order Management System