

## **IST 251 – Chapter 7 – Network Printers**

### **Managing Printers includes the following tasks:**

1. Assigning forms to paper trays
2. setting a separator page
3. pausing, resuming, and canceling documents on a printer
4. redirecting documents
5. Taking ownership of a printer.

### **Managing Documents is the second major aspect of printer administration, these include the following:**

1. Pausing and resuming a document
2. setting notification, priority and printing time
3. deleting a document

### **Trouble shooting printers is the 3<sup>rd</sup> major aspect of printer administration and includes the following:**

1. printers that are off or offline
2. printers that are out of paper or out of ink
3. user who cannot print or cannot printer correctly
4. users who cannot access a printer

### **Task that require the Manage Printers permission**

1. Adding and removing printers
2. sharing printers
3. taking ownership of a printer
4. changing printer priorities or permissions

**By default, locally, administrators and power users have these permissions**

**Modifying printer permissions – do the exercise in class**

**Managing printers – assigning forms to paper trays**

**Do Exercise**

**Setting a Separator Page**

**Do Exercise**

**Taking ownership of a printer**

**Do Exercise**

**Pausing restarting and canceling a document**

**Do Exercise**

**Setting notification, priority and printing time**

**Do Exercise – Under general**