

# Printing Troubleshooting



Printing issues can be a hassle, especially when you're in a hurry to get things done. Here are a few easy steps you can take to troubleshoot printing problems at Franklin Towne Charter Elementary School:

## Step 1: Choose the Right Printer

Make sure you've chosen the right printer for your document. We have two printer options:

FTCE-RicohFollowMe and FTCE-CannonFollowMe. Most likely your workstation already have the printer installed. Check with your IT department to see which printer is best for your needs.

Also, make sure you're connected to the right Wi-Fi network. Printing only works from FTCE-SECURE because it's tied to our Active Directory system.

## Step 2: Check Your Print Settings

Check the settings on your computer before you print. Make sure you have the right paper size, orientation, and other options selected. If you're printing a big file or a high-quality image, try printing it in smaller sections or lower the print quality to avoid problems.

## Step 3: Restart the Print Spooler

If your document is stuck in the print queue or is taking a long time to print, try restarting the print spooler on your computer. This will clear the print queue and help your document print faster. To do this, go to Services and look for the Print Spooler service. Right-click on the service and select Restart.

## Step 4: Check for Driver Updates

If you're still having trouble printing, it may be time to update your printer driver. Go to the manufacturer's website and look for the latest drivers for your specific printer model. Download and install the updates to ensure that your printer is working at its best.

In conclusion, troubleshooting printing issues doesn't have to be a headache. With these simple steps, you can quickly identify and resolve common problems. If you're still having trouble, don't hesitate to contact your IT department for help. They're always happy to assist you.

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