

JHS

Printers

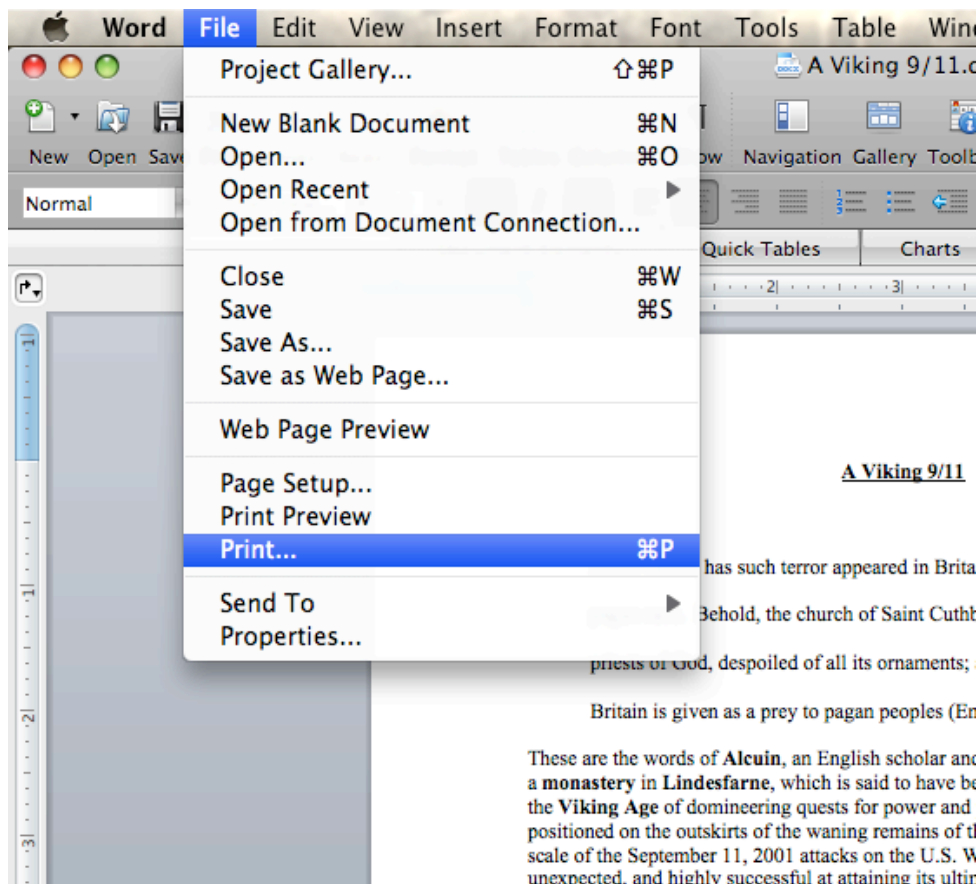
Symptom: "I can't print!" or "Why the heck won't the username or password allow me to print?"

Cure: A caveat about printers or keychain knowledge

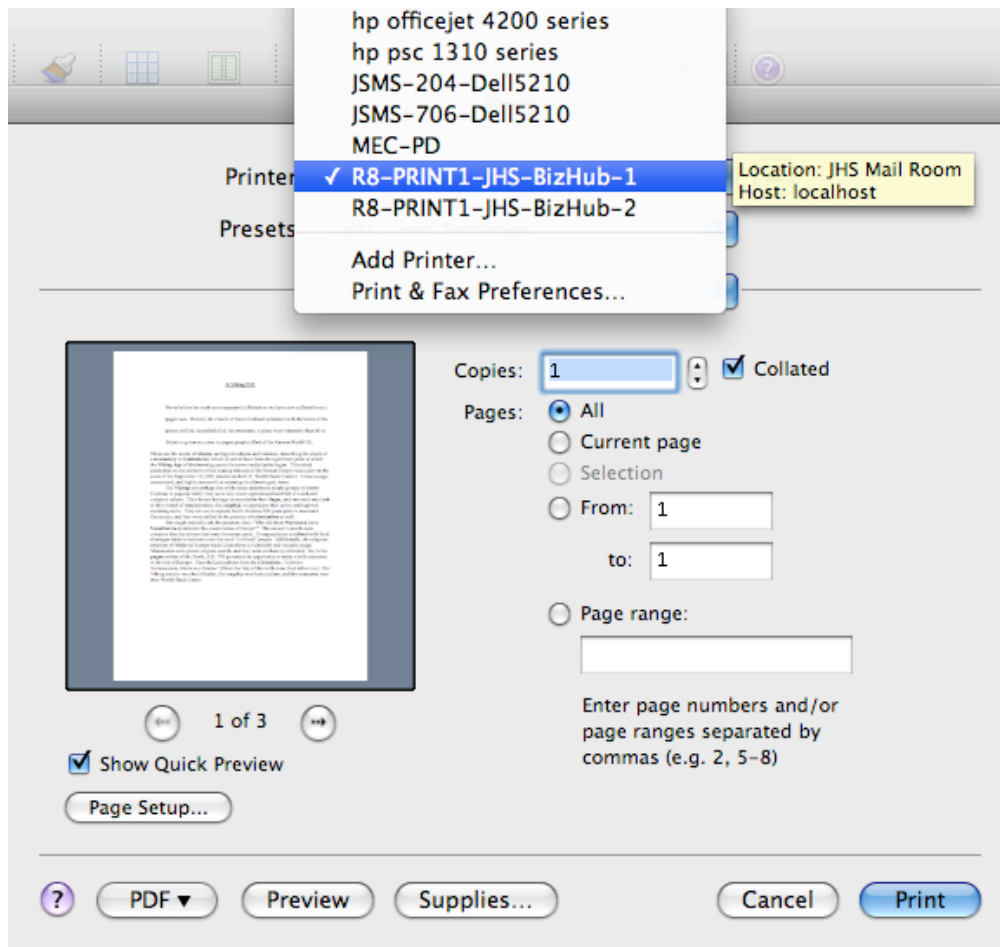


Print & Fax

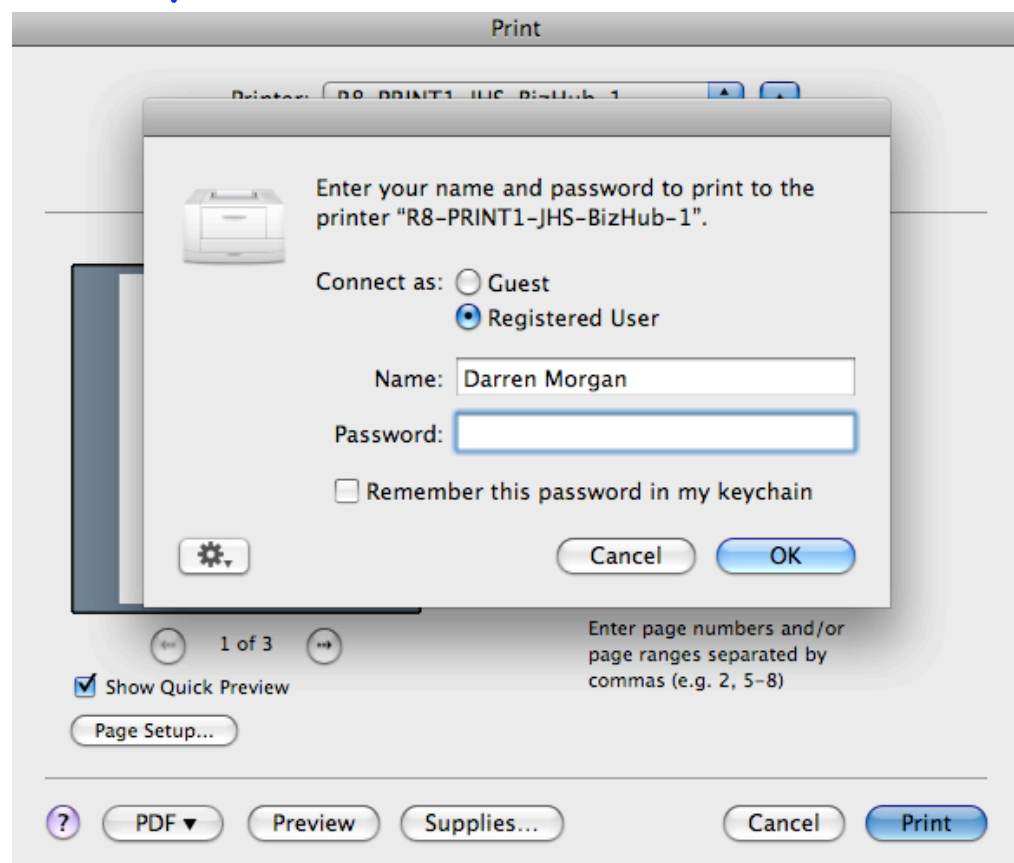
STEP 1: Print a document.



STEP 2: Select a printer with an R-8 prefix.



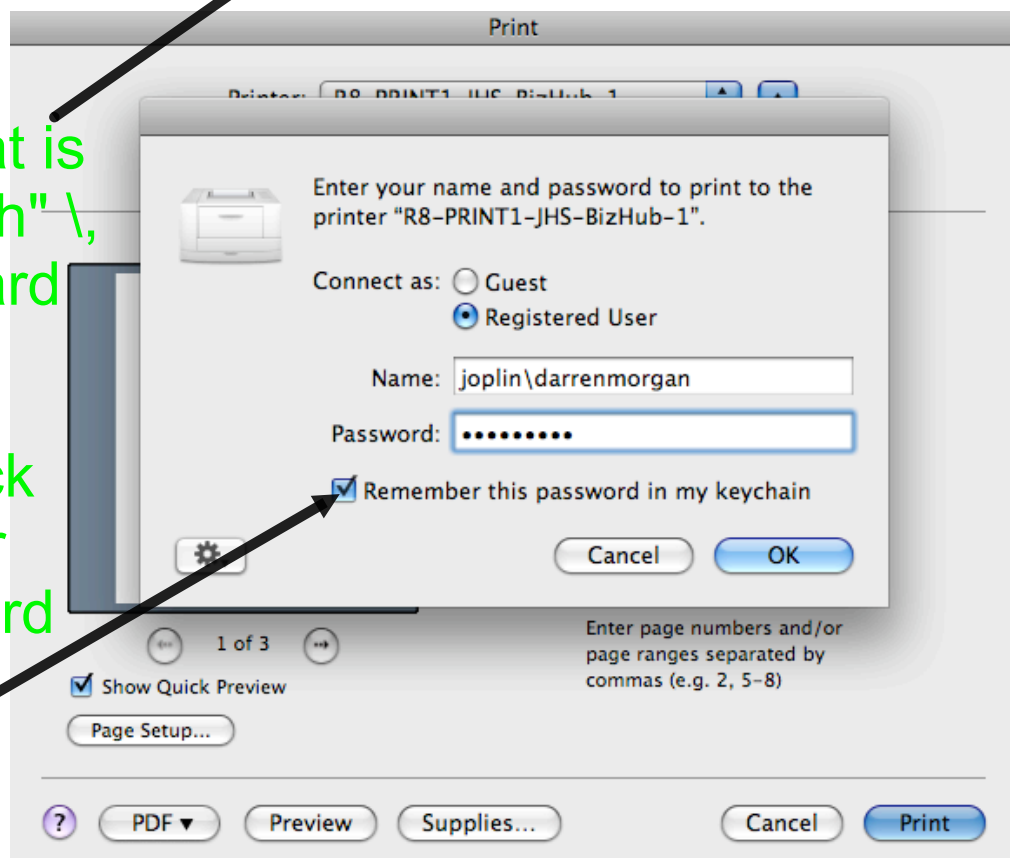
STEP 3: The first time you do this, you will be prompted to put in a username and password.



STEP 4: You will need to enter the username as follows: **joplin\darrenmorgan**
-Your password will be the same as your login password to your computer upon startup.

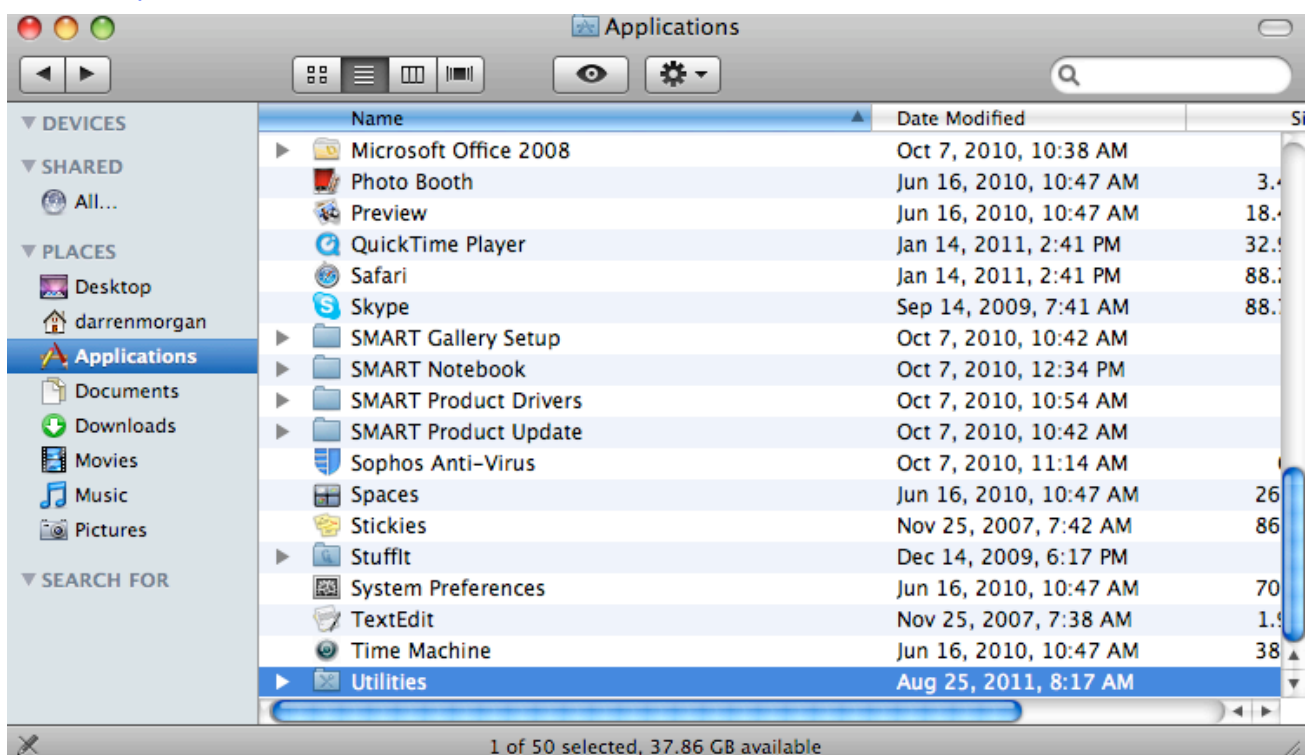
NOTE: That is a "backslash" \, not a "forward slash" /.

NOTE: Click "Remember this password in my keychain"

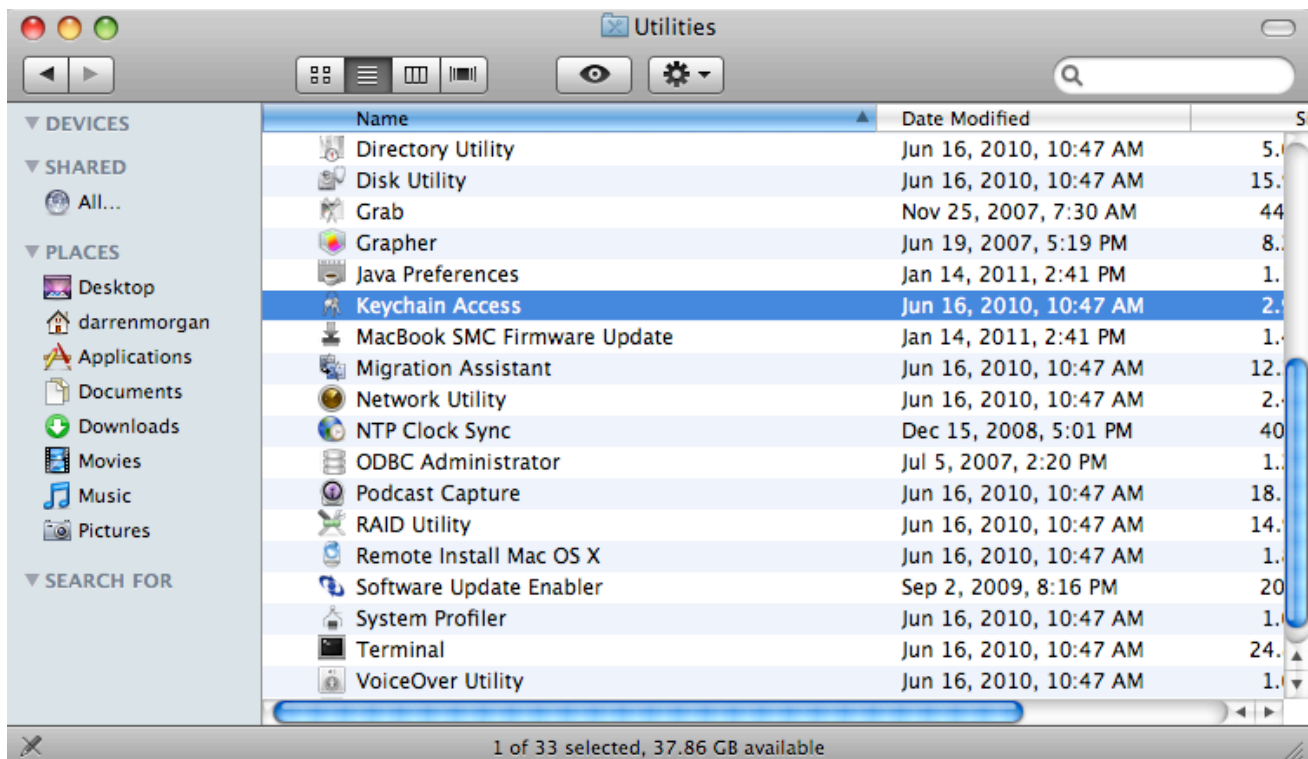


STEP 5: Your password should be set, but if you need to change it/you forget it/you typed it wrong, then do the following:

- A. Open "Finder" 
- B. Open "Applications" 
- C. Open "Utilities" 



STEP 6: Once in Utilities, select "Keychain Access."



STEP 7: You should see an R-8-Print keychain below, so select it and hit "delete" if you had any of the issues addressed on slide 6/step 5. This will require you to enter a password the next time you try and print, thus taking you back to slide 4/step 3.

