

4 basic steps to use the printer for new users

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I. Steps to use the printer

Step 1: Install the printer with the server.

You plug the power cord to connect the printer to the server. Each printer has its own driver attached to the printer. Therefore, if lost, you can search on Google to install again.

Step 2: Set the right to share the printer with the remaining machines

1. Go to Start ---> Control Panel ---> Printers and Device or Printers and Faxes.
2. Next, select printer device ---> right-click and choose Sharing ---> click on Share this Printer ---> Apply ---> OK, you have successfully shared.

Step 3: Connect the computer system to the printer

Machines with the same system can use the printer, so you can connect the printer to multiple computers for more convenient use by:

Connect to the local network ---> Control panel ---> Printers and Devices ---> And a network for the printer to be shared and start using normally.

Step 4: Print the document

1. After installation is complete, all you need to do is print again.
2. Open the document ---> press Ctrl + P, appear the dialog box below, then select the parameters and click OK, wait for the printer's printout output to be done Successful printing.

II. Some basic function options on the printer

You should pay attention to some of the following functions when using the printer:

1. **Copies:** Is the number of prints available.
2. **Printer Properties:** Advanced options for printing of printers. In this section, to improve print quality you can use Quality Tab with Standard mode or Draft mode .
3. **Print All Pages includes:** Print All Pages or Print Current Page. Then number the page to print.
4. **Print One Sided:** Single-sided printing and 2-sided printing depending on the print color with 2-sided printing feature.
5. **Collated:** Used to close a large volume of documents or print by page.
6. **Portrait / Landscape Orientation:** Select vertical or horizontal print.
7. **A4 / Letter:** Choose the size suitable for A4 or A3 paper sizes .
8. **Margins:** Selecting alignment for print with Normal format, optional alignment.
9. **Page Per Sheet:** Choose whether to include the printed pages of the text in one page.

III. Important notes when using

1. Location of the machine

Placed flat, printer cables and power cables must be neat. The device should be placed in a well-ventilated place and out of reach of children.

2. Cartridges

1. Do not leave the cartridge long in the air because the ink will dry out.
2. With laser printer ink cartridges, do not leave them in the light but put them in black plastic bags tied up.
3. If you do not use the machine for a long time, remove the cartridge and store it in a sealed container.

3. Clean the machine

You should clean the machine at least once every three months. Specific cleaning methods for each model are often indicated with an illustration in the user manual attached to the machine.

4. Avoid sudden shutdowns

With color inkjet printer, do not turn off the machine immediately after printing, but wait for the machine to have enough time to cover the print head, to prevent the ink from drying out.

IV. Top printers most trusted today

1. Pixma multifunction color inkjet printer MG3670 - Reference price: VND 2,580,000

Outstanding features:

1. Pixma MG3670 multifunction printer is set to auto-Wifi-Access Point mode to directly print via wireless network to bring more convenience to users.
2. Pixma MG3670 color inkjet printer will produce crisp prints with bright colors.
3. PIXMA Cloud Link application included in PIXMA MG3670 will help users to print from Facebook, Instagram, Photobucket, Flickr, Evernote, Dropbox. You can also scan to Google Drive, OneNote and your email inbox.



Specifications:

1. Warranty 12 months
2. Brand: Japan
3. Scanning speed: 14 seconds

2. Canon Laser Printer LBP 2900 - Reference price: VND 2,900,000

Outstanding features:

1. Canon LBP 2900 black and white laser printer has a compact size, very light weight of only 5.7kg, very suitable for use in home or small and medium-sized offices.
2. It is compatible with most popular operating systems such as Windows, Linux, Mac OS.
3. Simple installation software will help you get started on printing quickly, supporting common USB connection.

Specifications:

1. Warranty 12 months
2. Brand: Japan
3. Print speed: 12 pages / minute
4. First printing time: 9.3 seconds
5. Memory: 2Mb

3. Canon PIXMA color inkjet printer iP2770 - Reference price: VND 1,200,000

Outstanding features:

1. Canon PIXMA IP2770 color printers with resolutions up to 4800 x 1200 dpi will provide clear print quality, clear and detailed colors.
2. It uses the FINE™ print head technology - the only printing technology that delivers high quality, crisp images in every print and every print while ensuring fast printing speed. .
3. Lefami continuous ink system is attached to color inkjet printers for equal quality and has a number of prints 30 times more than the same price, helping you save money with a large number of prints.
4. Canon PIXMA iP2770 color inkjet printer comes with toner cartridge, USB 2.0 cable, power cord, driver disk and user guide.



Specifications:

1. Warranty 12 months
2. Brand: Japan
3. Resolution: 4800dpi x 1200dpi

Above are 4 basic steps to operate a printer. Hopefully the above information will be useful to you.

You finished reading the article "**4 basic steps to use the printer for new users**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.

