



Printing Essentials

Print What You Need, When You Need It—Without the Headache



Printing should be simple—not stressful. Whether it's a boarding pass, a recipe, or an important document, a little know-how can save time, ink, paper, and frustration. These tips will help you get great results and keep your printer—and your sanity—happy.



RGE Tip

When printing doesn't work, slow down, check the basics, and solve one thing at a time.



Mac Note

Mac users will find print settings in the **Print** dialog box of most apps or in **System Settings > Printers & Scanners**. The ideas are the same no matter what computer you own.



EVERYDAY TASKS



Print a Document

- Click **File > Print**.
- Choose your printer.
- Click **Print**.

That's it!



Check Ink or Toner

Low ink = poor quality.
Replace when low, not when empty.



Clear Paper Jams

- Turn off the printer.
- Open doors and trays.
- Gently remove paper.
- Close everything.
- Turn it back on.



Use the Right Paper

- Plain Paper for everyday documents
- Photo Paper for pictures
- Cardstock for cards, invitations, and crafts



Print a Test Page

Most printers have a "Print Test Page" option. Great for checking quality and alignment.



USEFUL SKILLS



Choose the Right Settings

- **Draft** – saves ink for rough copies
- **Standard** – good for most printing
- **Best/High Quality** – for important documents and photos
- **Color or Black & White** – choose what you need



Print Only What You Need

- Print specific pages
- Print only the part you need
- Preview before you print to avoid surprises



Save Ink and Paper

- Use "Print on Both Sides" (Duplex Printing)
- Choose "2 Pages per Sheet" when possible
- Print in Draft mode for everyday use



Add a Printer to Another Device

- Use your Wi-Fi connection
- Install the printer software if needed
- Test print to confirm success



Print from Your Phone or Tablet

- Use AirPrint (Apple)
- Use Mopria (Android)
- Or use your printer's app
- Great for photos, recipes, tickets, and more



ADVANCED TOPICS



Troubleshoot Common Problems

Printer won't print?
Check these first:

- Is it turned on?
- Is it connected (USB or Wi-Fi)?
- Is there paper?
- Is there ink or toner?
- Try restarting the printer.
- Still stuck? Check the printer's display for messages.



Keep Your Printer Healthy

- Use your printer regularly
- Run cleaning cycles if quality drops
- Update printer software when prompted
- Dust the outside (and inside if you're comfortable)



Print Photos Like a Pro

- Use Photo Paper
- Choose High Quality
- Avoid Draft mode
- Edit your photo before printing if needed
- Let ink dry before handling



When to Replace a Printer

- Consider replacing when:
- Print quality stays poor after cleaning
 - Repair costs are high
 - It's very slow
 - It no longer works with your computer



HOW TO GET STARTED

- ✓ Print a test page to check quality.
- ✓ Check your ink/toner levels.
- ✓ Make sure you have enough paper.
- ✓ Learn one new setting (like Duplex) today.
- ✓ Keep your printer clean and updated.



IMPORTANT SAFETY REMINDERS

- Never force paper into the printer.
- Use the correct type of paper for the job.
- Replace ink or toner promptly for best results.
- Keep liquids away from your printer.
- Be cautious when clearing jams—move gently.
- If you smell smoke or see sparks, unplug and contact the manufacturer.



RGE GOLDEN RULE

Good printing starts with the right settings, the right paper, and a little patience.



RGE PHILOSOPHY

Technology should make life easier—not more complicated.

**RED GLEN
ELECTRONICS**