

PRINTING STUDENT SCHEDULES ON LASER PRINTERS

All Student Schedules from CIMS will need to be printed on a laser printer beginning in April 2007 because our line printer is being retired due to its age. Laser printing is more convenient and faster, using regular paper rather than expensive continuous-feed forms that are labor intensive.

Following are instructions on how to submit your scheduling jobs to a laser printer.

SCH.581 BASIC STUDENT SCHEDULES:

User submitted jobs to be printed in your office:

- Submit your job as usual using the SCH.581 screen. When you get to the submittal prompt screen, change the OUTQ from your default to your **"GR"** printer. (If you do not have a GR printer defined or are not sure what it is, please contact our Help Desk at 767-0414 for assistance.) By submitting to your **GR** printer, each schedule will take a half sheet of 8 ½ x 11 paper, printing one per page. If you submit this job to your normal OUTQ, you will still get one per page but it will not be compressed to the half sheet size.

User submitted jobs to be printed at MAISD:

- Submit your job as usual using the SCH.581 screen. When you get to the submittal prompt screen, change the OUTQ from your printer to **PRT01**. MAISD staff will then route it to the proper printer in our office. They will be printed one per page, compressed to half sheet size. If you need multiple copies, contact our Help Desk as soon as you submit your job so that we can follow through with your request.

AOS.560 INDEX CARD SCHEDULES:

User submitted jobs to be printed in your office or at MAISD:

- Submit your job from the AOS.560 screen. Be sure to change the *Print Changed Schedules Only* to **NO** if you want a complete set. Once you have made your other choices, be sure to change the *Print on Laser Printer* to **Yes**. You can ignore the rest of the screen and press ENTER. On the second page select **Option #5** to print two per page and press ENTER again. On the third page, make sure that the Information at the bottom of the screen indicates that *Card Number 1 begins in Row 1, Column 4* and that *Card Number 2 begins in Row 45, Column 4*. Press ENTER again and be sure to change the OUTQ to your **GR** printer if printing in your office or the **PRT01** printer if your job is to be printed here.
- The settings listed above will print two per page and will be the default used by AOS.560 Schedule jobs submitted by MAISD staff. If you would like to experiment with other settings and printing them in your office, feel free to do so. **However, always use the specifications above when you are submitting your job to be printed in our office.** Many times we cannot tell how you submitted a job if we need to re-do it for any reason.

If you have any questions with these new procedures, please feel free to contact us.