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| **Printer Configuration Information** |  | **Comments** |
| 1. Install a printer to your computer system or Virtual Machine. This should be a printer printing single sided and in colour. |  |  |
| 1. Install second printer to your computer system or Virtual Machine - configured so the printer prints duplex and greyscale. |  |  |
| 1. Identify three possible and common issues with printers. | 1. The printer has no toner or ink. 2. The printer is not visible on the network. 3. The printer is not printing. |  |
| 1. Verbally explain how you would fix any issues with configuring the printer as per question 3. This needs to be done before the work is completed and submitted in Blackboard. | 1. Get new toner/ink & replace the old ones in the printer. 2. Check if the printer is powered on & if the network cable is attached (or if connected to the network). 3. Check the printer LCD screen to see what it says is the issue (or check the printer queue), if:    1. No paper, then refill the paper in the printer.    2. The paper is not what is needed for the print, then replace/switch out the paper to the correct paper that is needed for the print.    3. There is a paper jam, then (if the printer hasn’t paused already) pause the printer, then remove the paper/foreign object, then resume the printer. |  |
| 1. Using your own feedback form, collect feedback from client, the lecturer, and check that you meet their printer requirements. Do your two current printers meet the client requirements? | [Feedback form](Assessment%202%20Feedback%20form%20By%20Richard%20Pountney.docx) |  |
| 1. Based on feedback you have found that you need to modify the printer install.   What needs to be changed with your two current printer configurations to meet the client requirements?  Update the printer settings as required and record how you have done this. Attach copy or picture of feedback form to this document.  [Attach Document] | I need to configure the second one (black&white) to print single sided & the first one (colour) to print double-sided. Second(black&white)First(colour) |  |
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**Assessment 2 – Printer Configuration Information**