

PRINTER USAGE & PRINTING WORKFLOW

Presented By :
IT Department



Currently Used Printer Types in MPA



G2010/ G3010



LBP 2900



Copier C1533i



Copier C3226

Inkjet Printer

Key Features of Inkjet Printers:

- Uses liquid ink
- Typically slower than laser printers for large-volume printing
- Higher cost per page due to ink usage



G2010/ G3010

Laser Printer

Key Features of Laser Printers:

- Uses toner cartridge (dry powder)
- Prints faster than inkjet printers
- Lower cost per page over time



Copier C3226



Copier C1533i



LBP 2900

Standard Functions



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- Print
- Copy
- Scan



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- Print

Standard Speed



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-Black & White (Text Documents)

- Up to **8.8 pages** per minute

-Color (Text + Images/Documents):

- Up to **5 pages** per minute



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Up to **12 pages** per minute

Actual speeds may vary depending on content,
print setting, and system environment.

Standard Pages per Toner



G2010/ G3010

Ink Color	Model	Approx. Pages
Black	GI-790 BK	~6,000 pages
Color (C/M/Y)	GI-790 C/M/Y	~7,000 pages (combined)*



LBP 2900



2,000 pages per Cartridge

- **Print coverage: More graphics or darker text = more toner use**
- **Toner quality (original vs compatible/refilled)**

Basic Printing

Printing in Word

- Go to File > Print
- Choose your printer
- Set Pages (e.g., 1–3 or all) / custom page / even or odd
- Select Copies
- Adjust Orientation and Margins
- Click Print

Printing a PDF File

- Open the PDF in Adobe Acrobat Reader
- Click File > Print or press Ctrl + P
- Choose printer
- Select Pages to Print
- Fit to page / Actual size options /Custom Scale
- Page Sizing & Handling (Size, Poster, Multiple, Booklet)
- Click Print

Printing in Excel

- ➊ Go to File > Print
- ➋ Set Print Area (select cells first if needed)
- ➌ Choose to print: Active Sheets, Entire Workbook, or Selected Range
- ➍ Adjust Scaling (Fit Sheet to One Page)
- ➎ Click Print

Repeat Header Row on Every Page

- ➊ Go to Page Layout tab
- ➋ Click 'Print Titles' in Page Setup group
- ➌ In 'Rows to repeat at top', select the header row (e.g., \$1:\$1)
- ➍ Click OK
- ➎ Now header row will print on each page

Repeat First Column on Every Page

- Go to Page Layout tab
- Click 'Print Titles'
- In 'Columns to repeat at left', select the first column (e.g., \$A:\$A)
- Click OK
- Now first column will print on each page

Set Print Area

- Select the cells you want to print
- Go to Page Layout > Print Area > Set Print Area
- Only the selected cells will be printed
- Use Clear Print Area to reset

Print Preview & Scaling

- ➊ Go to File > Print
- ➋ Check preview to ensure layout is correct
- ➌ Use Scaling options to fit all columns/rows to one page
- ➍ Options: No Scaling, Fit Sheet on One Page, Fit All Columns on One Page, etc.

Common Print Settings

- Orientation: Portrait or Landscape
- Paper Size: A4, Letter, etc.
- Margins: Normal, Narrow, Custom
- Color vs B/W
- Number of Copies
- Collate and Duplex (double-sided)

Troubleshooting Printing

- Printer not detected? → Check cable/Wi-Fi
- Blank pages? → Check print range
- Paper jam? → Open tray and clear jam
- Slow printing? → Try printing fewer pages
- Out of ink/toner? → Check printer status
- Ink Level? → Check printer status
- Color Adjustment, maintenance setting
- Ink pale, strips → မြှမ်းမသုံးရန်
- Cleaning Setting

Quick Recap

- ① Use Ctrl + P for print dialog
- ① Choose correct printer and settings
- ① Preview before printing
- ① Customize page setup per usage
- ① Check printer if issues occur
- ① Default size for each printer (for using new printer)
- ① Cancelling Print command
- ① Color Adjustment, maintenance setting, ink filling color code check

About Paper usage

- ① Paper Type
- ① Keeping
- ① Usage
- ① Check if the paper are sticking (cause of moisture)
- ① Ensure paper size, type before printing



Thank You