GENERAL

These guidelines are recommendations for those of you who print Banner Reports. Banner reports are directed to Banner print queues which work better with some types of printers. DU Reports and Banner print screens print to your local printer, which is not necessarily the same as the printer you are using to print Banner Reports.

1. We have had the most success printing to HP network printers that support postscript and pcl. These are the internal print settings that seem to work best:
   a. Resolution = FASTRES 1200
   b. Form = 60 Lines
   c. PCL Font Source = Internal
   d. PCL Font Number = 0
   e. PCL Font Pitch = 10
      NOTE: Font Pitch is characters per inch (larger number = smaller font) so it does not work like Font Point or Font Size (larger number = larger font).
   f. Symbol Set = PC-8

2. HP Printers that don’t work:
   a. HP Color Laserjet 3650 does not have formatting board to handle PCL / Postscript

3. Minolta copiers, such as Bizhub models, can work as Banner printers if:
   a. The copier is configured so that it does not require an account code
   b. The copier is set up to accept print jobs on TCP port 9100 (the HP Jetdirect TCP port). The Minolta representative usually configures this by adjusting the “Network TCP Base Port Number” to 9099 which instructs the printer to listen on TCP port 9100.

4. For information about setting up a remote printer for Banner reports, please contact Carolyn Bolden, cbolden@du.edu

5. Other issues:
   a. Contact ais@du.edu if you need further assistance.