

Kingdom Hall Printer solution for Kingdom Hall invitations

This help file is designed to help you get a stable and reliable solution for printing Kingdom hall invitations.

This solution is for:

1. Kingdom Hall invitations.
2. Brother HL-L6200DW printer.



- a.
 - b. USB and Network connected
 - c. Invitations placed in Tray1 (see pictures below)
3. Microsoft Word 2016 from a Windows 10 computer
 4. This solution may work outside the above configurations, but testing and research will be necessary by you.

Load the Brother HL-L6200DW Printer with paper invitations:

1. Clear all standard paper out of tray1
2. Insert invitations into tray1 as pictures indicate:

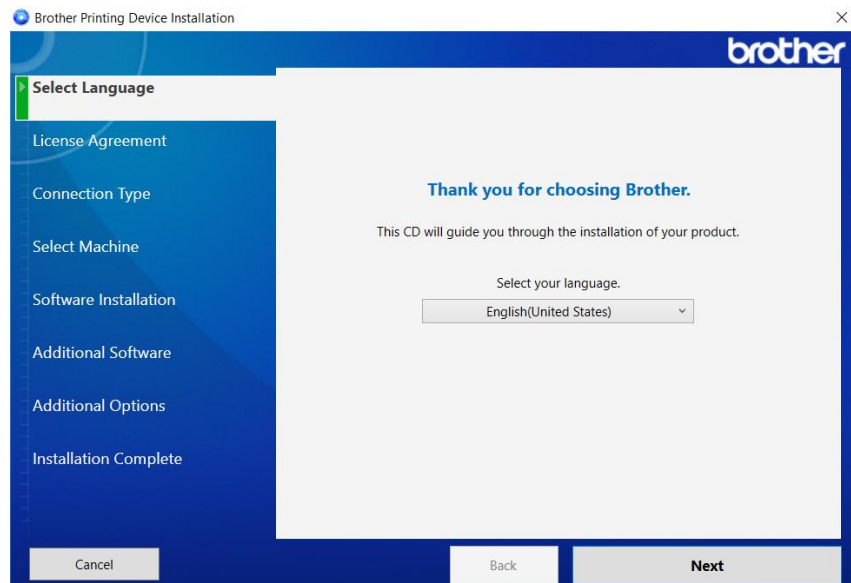


a.

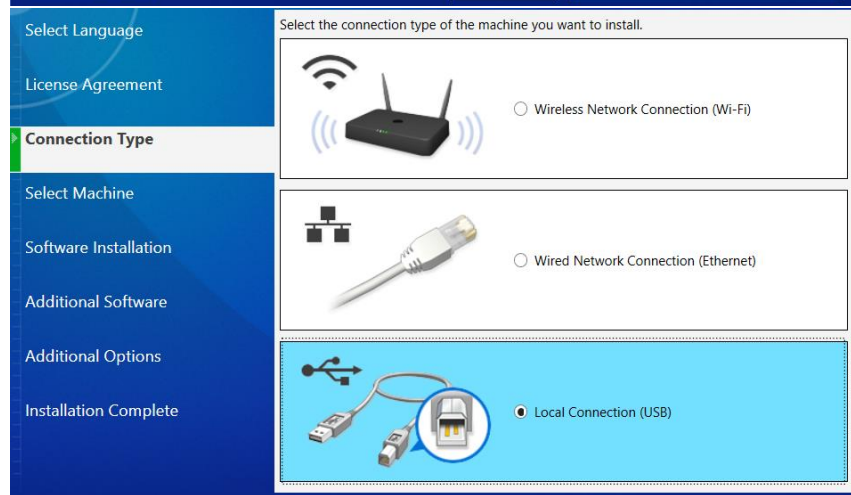


Ensure you have the brother printer tools and utilities installed on your computer.

1. Download and install from [HL-L6200DW\(T\) Brother Download Page](#)
 - a. I run Windows 10, 64 bit, therefore I downloaded from here
 - i. [FULL Driver and Software package](#)

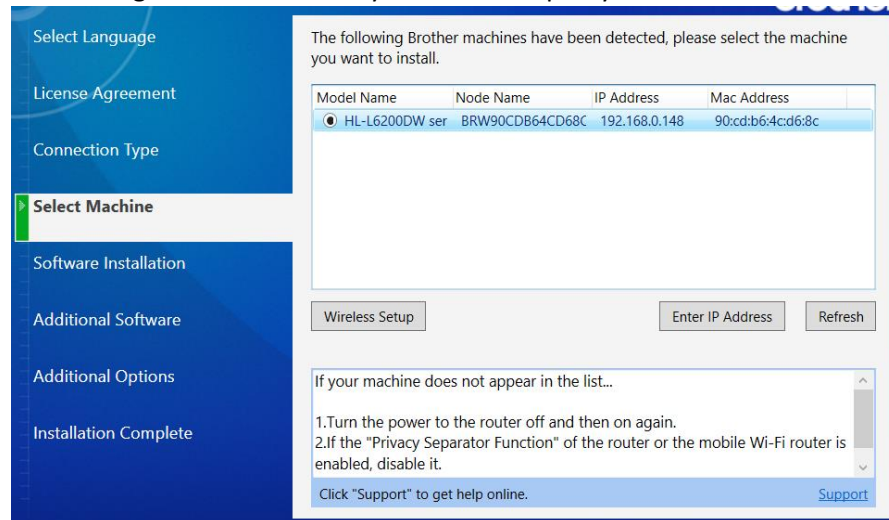


ii.




iii.

1. I chose USB – it should work on wireless too, if your printer is previously confirmed and functioning on wireless already. This trial is up to you.



2.



Select Language
License Agreement
Connection Type
Select Machine
Software Installation
Additional Options
Installation Complete

Model Name: HL-L6200DW series


Connection Type: Wireless Network (Wi-Fi)

Select an installation type.

☒ Standard (Recommended)

☐ Custom

iv.



Select Language
License Agreement
Connection Type
Select Machine
Software Installation
Additional Options
Installation Complete


Select the additional options to be performed after installation.

☐ **OmniJoin - Online Meetings from Brother**
Learn more about our FREE web conferencing trial offer.
(Internet access is required.)

☐ **Brother Product Research and Support Program**
Help us plan enhancements to our products.
(Internet access is required.)

v.

1. Deselect unnecessary utilities.



Select Language
License Agreement
Connection Type
Select Machine
Software Installation
Additional Options
Installation Complete

Software installation complete. Your machine is ready to use.

Brother Registration

Click this button to register your Brother machine.
(Internet access is required.)

User's Guides

Click to go to the Brother Solutions Center Website, where you can download all documents related to your model. (Internet access is required.)

Click "Finish" to complete the installation.

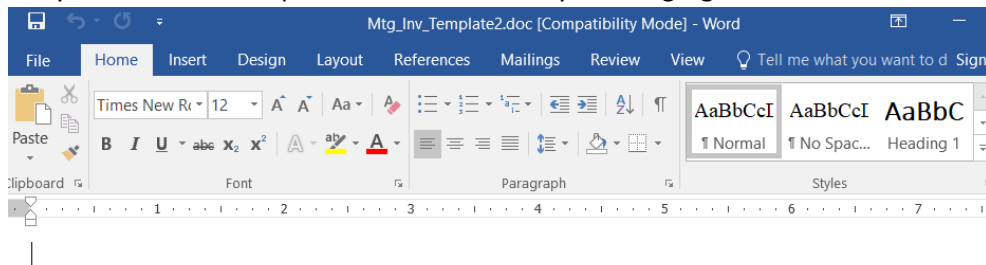
Cancel
Back
Finish

vi.

1. Click finish

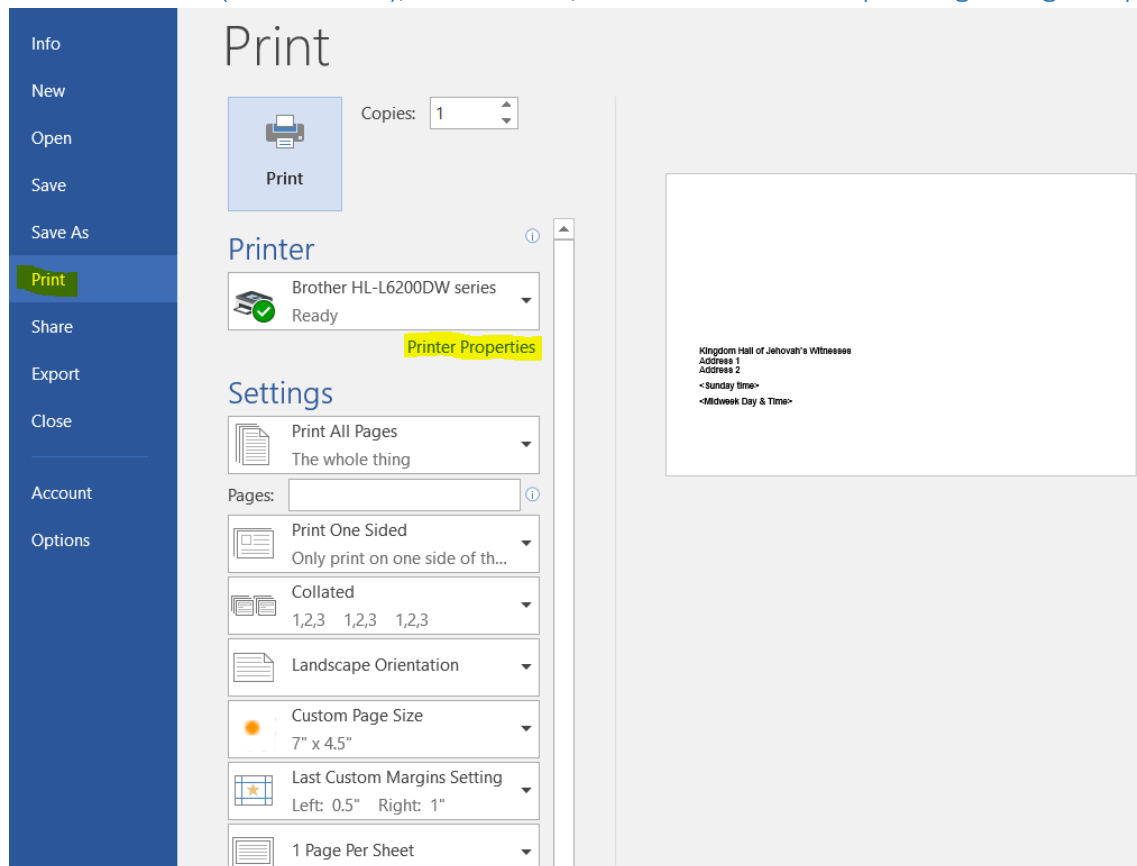
Create or Obtain Microsoft Word Template file and modify for your requirements.

1. Make your own template or [Download a copy from a brother via DWSilver.com](http://DWSilver.com)
2. Open, modify and save the template to accommodate your congregation's needs.



a.

Within the document (after above), choose File, Print. Proceed with printing a single copy



1.
 - i. Ensure the brother HL-L6200DW printer is selected.
 - ii. Click printer properties

brother HL-L6200DW series Brother SolutionsCenter

Basic Advanced Print Profiles

Paper Size: Letter
 Orientation: ☒ Portrait ☐ Landscape
 Copies: 1 ☒ Collate
 Media Type: Thin Paper
 Resolution: 300 dpi
 Print Settings: Graphics
 Manual Settings...

Multiple Page: Normal
 Page Order: Right, then Down
 Border Line:
 2-sided / Booklet: None
 2-sided Settings(X)...

Paper Source: Auto Select
 First Page: Auto Select
 Other Pages: Same as First Page
 Default

☐ Print Preview
 Add Profile(J)...
 Support...
 OK Cancel Help

Paper Size: Letter
 8 1/2 x 11 in
 (215.9 x 279.4 mm)
 Media Type: Thin Paper
 Copies: 1
 Resolution: 300 dpi
 2-sided / Booklet: None
 Scaling: Off
 Watermark: Off
 Secure Print: Off

b.

i. Set Media Type to **THIN**, Resolution **300 dpi**

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Basic Advanced Print Profiles

Scaling: ☐ Off ☒ Fit to Paper Size
 User Defined
☐ Free [25 - 400 %]
 100

☐ Reverse Print

☐ Use Watermark Settings...
☐ Header-Footer Print Settings(B)...

☒ Toner Save Mode
 Secure Print Settings...
 User Authentication Settings...
 Other Print Options(Y)...

☐ Print Preview
 Add Profile(J)...
 Support...
 OK Cancel Help

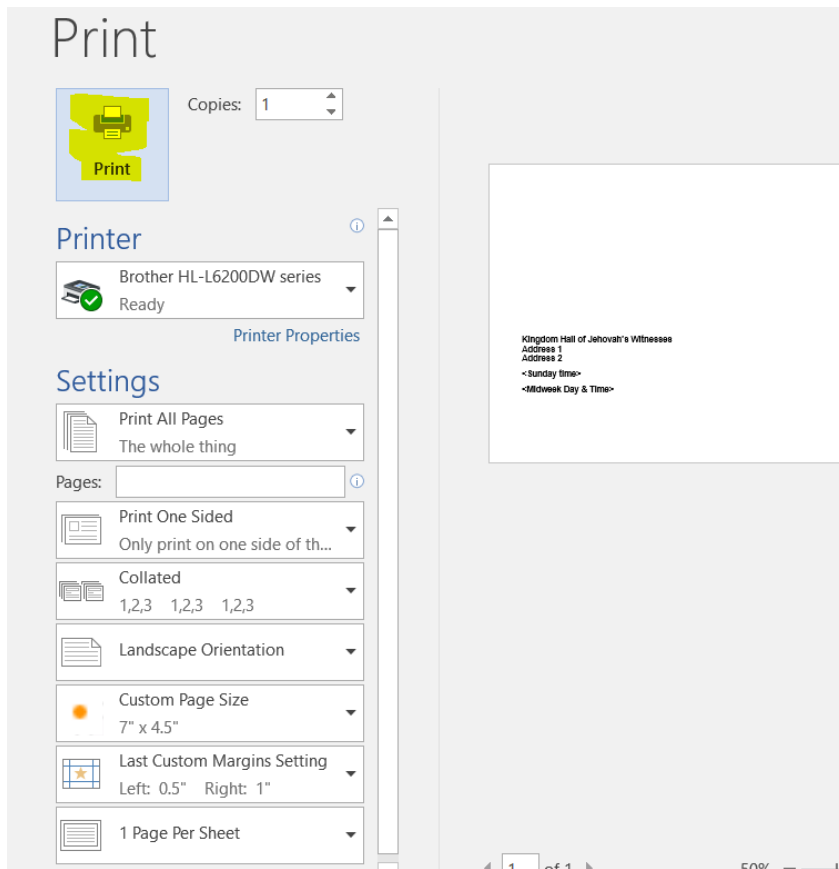
Paper Size: Letter
 8 1/2 x 11 in
 (215.9 x 279.4 mm)
 Media Type: Plain Paper
 Copies: 1
 Resolution: 600 dpi
 2-sided / Booklet: None
 Scaling: Fit to Paper Size
 Letter
 Fit to
 User Defined
 Watermark: Off
 Secure Print: Off

c.

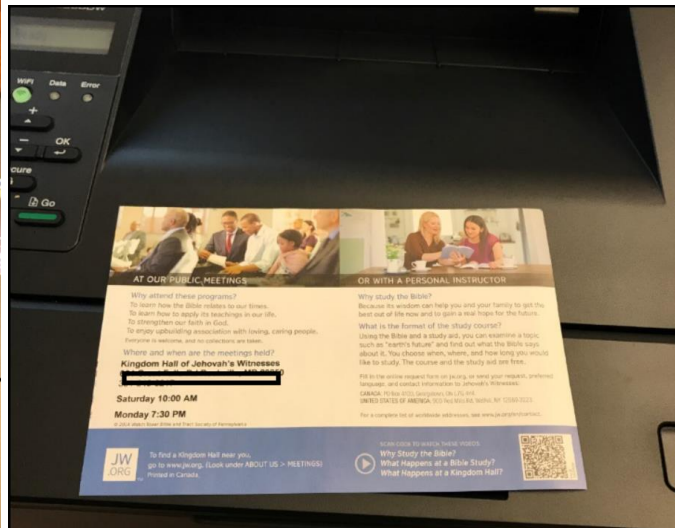
i. Click Advanced Tab

ii. Set FIT to paper size: User Defined, Toner Saver Mode:Enabled (checked)

iii. Click OK at bottom



- d.
- i. Click Print
- e. Verify your success.



- 2.
3. NOTE – above modifications (**THIN; Advanced, Fit to paper size [User Defined]; Toner Saver [Enabled]**) will need to be set EACH TIME YOU OPEN UP THE TEMPLATE. These special settings are NOT default, therefore they will need to be set each time.
4. Also Note – if it has been a while since you printed from a saved template, run a SINGLE print test on paper and verify before possibly wasting many paper invitations.