

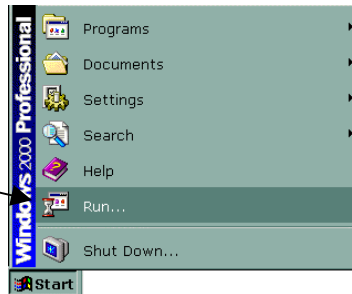
Adding Printer(s) to the Print Server

Outlined is a step-by-step process to assist in setting up each printer on the desktop to the new print server, printsrv1. If assistance is needed during conversion please contact Technical Support (Helpdesk) at 18632 or helpdesk@domail.maricopa.edu

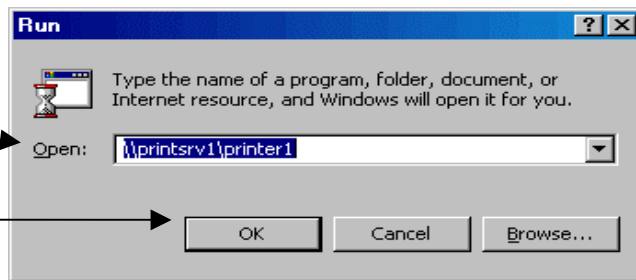
Before starting gathering the following information & and perform these tasks:

- Collect the new printer(s) name (All printers have been labeled with new names)
- Check printer(s) for paper

1. Open the **Start** menu and select the option titled **Run**

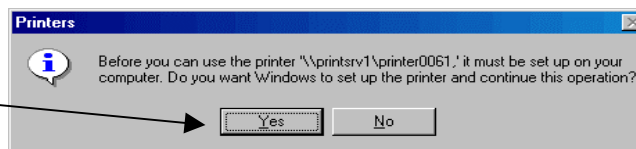


2. A new window will appear titled **Run**. In the window labeled **Open** Please type
 - \\PrintSrv1\ the name of the printer.
 - Each printer is labeled with its name.
 - Example: \\PrintSrv1\printer0067.
3. Select **OK**

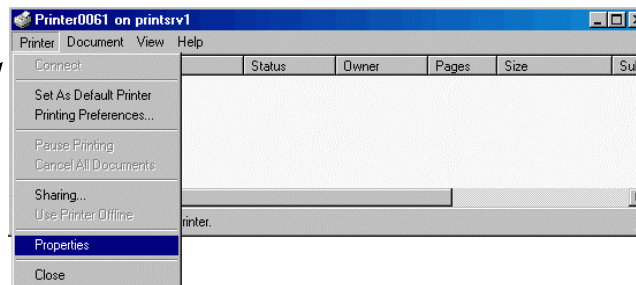


Warning: Depending on the speed of the computer, this operation may take several minutes, up to 5, to complete. Do not touch the keyboard or mouse during this time period.

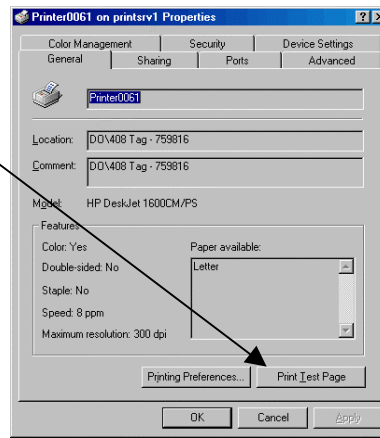
4. Select **YES**



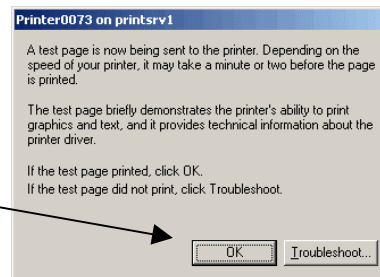
5. When the printer has been successfully added to the print server a new window will open. A test page should be should be run to verify installation of printer. Locate the **Printer** menu. Select the option title **Properties**. A new window will appear.



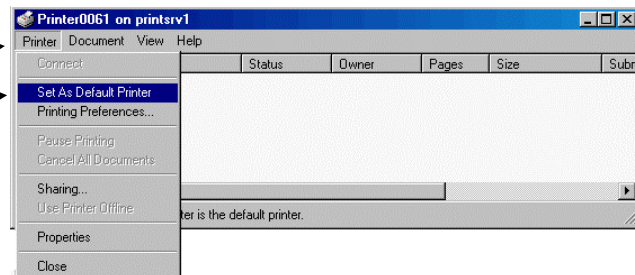
6. Select the button titled **Print Test Page**. Please make note of the time on the desktop. The test page will not document what computer generated the test page. However, a time stamp will be registered on the page. Making note of the time this action is performed and checking against the test page can help to match printouts.



7. A notification window will appear. Please read instructions with in this window and then select **OK**. After test page has been successful proceed to step 8. ~~Step 8 should only be performed once and to the one printer that is to be defined as the DEFAULT PRINTER.~~



8. It is necessary to define ONE printer as the default printer. Locate and Open the **Printer** menu. Select the option titled **Set As Default Printer**.



The default printer: The printer to which the system directs a print request if you do not specify a printer when you make the request.

Please repeat steps one (1) through eight (8) for each printer already installed in the desktop