

Help Sheet: How to reconfigure your computer to print

Date: 9/23/16

Applies to Toshiba printers only. This must be done for **each** Toshiba printer you want to print from.

First, click on the Start orb in the lower left hand corner of your computer screen



This is the "Start Orb."

After left clicking on the start orb, left click on "printer and devices."

The screenshot shows the Windows 7 Start menu open on the left, with the 'Devices and Printers' option highlighted. An arrow points from a text box to this option. Below the Start menu, the 'Control Panel > Hardware and Sound > Devices and Printers' window is open, displaying a grid of various printers. A text box on the right points to the 'Devices and Printers' window with the instruction: 'Please left click on "Devices and Printers."' Another text box on the right points to the printer grid with the instruction: 'Now I have a lot of printers so don't be thrown off by that.' A third text box on the left points to a specific printer in the grid (Catt MS Atrium Toshiba e-STUDIO757 on e056print64) with the instruction: 'Choose the printer that you want to print from. It will be different depending on where you are located. (Elem, MS or HS). Just for this example I chose the MS Atrium Toshiba'.

Control Panel > Hardware and Sound > Devices and Printers

Search Devices and Printers

File Edit View Tools Help

Add a device Add a printer See what's printing Print server properties Remove device

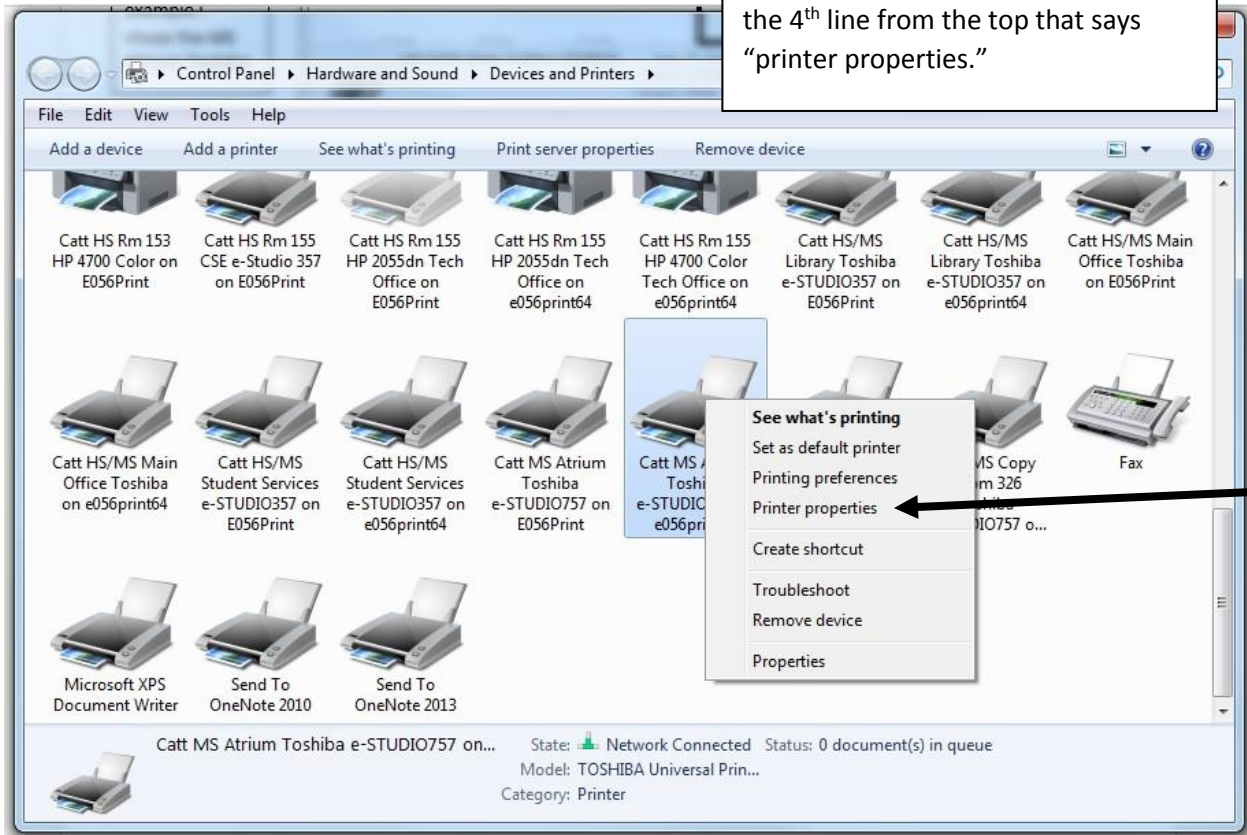
Printer Name	Model	Location
e-STUDIO355C	Room Toshiba	e-STUDIO357 on e056print64
Room Toshiba	e-STUDIO5560C	on e056print64
Room Toshiba	e-STUDIO357	on e056print64
Office Toshiba	e-STUDIO357	on E056Print
Copy Rm	Toshiba	e-Studio757 on ...
Copy Rm	Toshiba	e-Studio757 on ...
HP 2055dn Tech	Office on	E056Print
Catt HS Rm 153	HP 4700 Color	on E056Print
Catt HS Rm 155	CSE e-Studio 357	on E056Print
Catt HS Rm 155	HP 2055dn Tech	Office on E056Print
Catt HS Rm 155	HP 2055dn Tech	Office on e056print64
Catt HS Rm 155	HP 4700 Color	Tech Office on e056print64
Catt HS/MS Library Toshiba	e-STUDIO357	on E056Print
Catt HS/MS Library Toshiba	e-STUDIO357	on e056print64
Catt HS/MS Main Office Toshiba	Office Toshiba	on E056Print
Catt HS/MS Main Office Toshiba	Office Toshiba	on e056print64
Catt HS/MS Student Services	e-STUDIO357	on E056Print
Catt HS/MS Student Services	e-STUDIO357	on e056print64
Catt MS Atrium Toshiba	e-STUDIO757	on E056Print
Catt MS Atrium Toshiba	e-STUDIO757	on e056print64
Catt MS Copy Room 326	Toshiba	e-STUDIO757 o...
Catt MS Copy Room 326	Toshiba	e-STUDIO757 o...
Fax		

Catt HS/MS Library Toshiba e-STUDIO35... State: Network Connected Status: 0 document(s) in queue
Model: TOSHIBA Universal Prin...
Category: Printer

Choose the printer that you want to print from. It will be different depending on where you are located. (Elem, MS or HS). Just for this example I chose the MS Atrium Toshiba

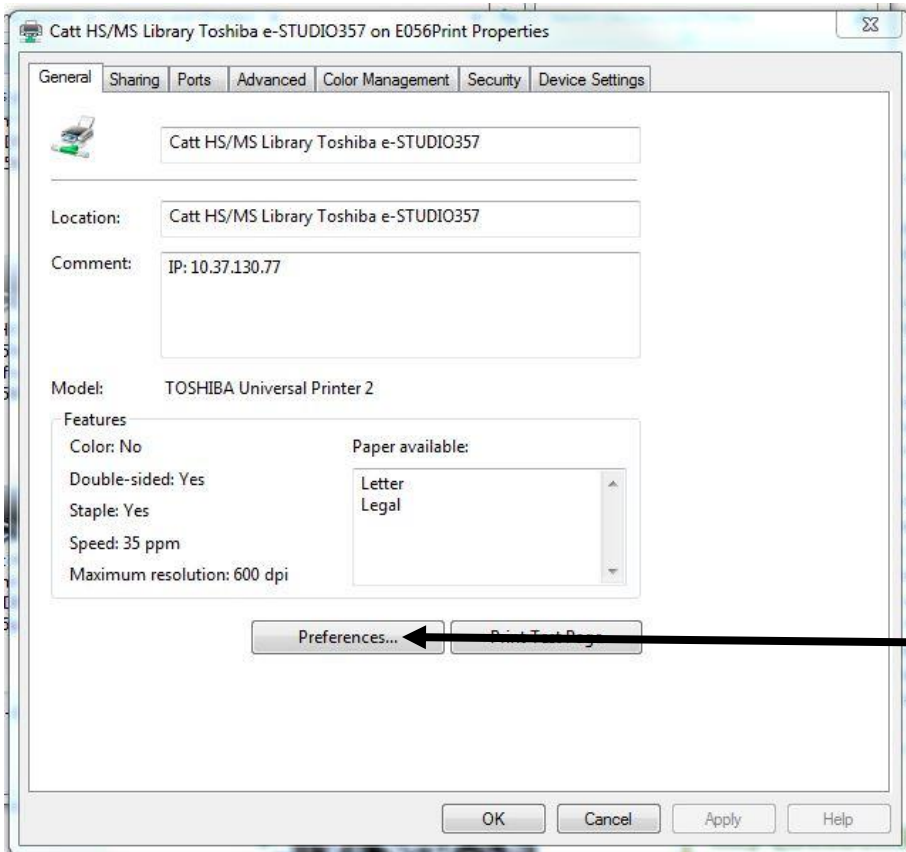
Right Click on the printer and left click properties.

When you right click on the printer a new menu will pop up. Left click on the 4th line from the top that says "printer properties."



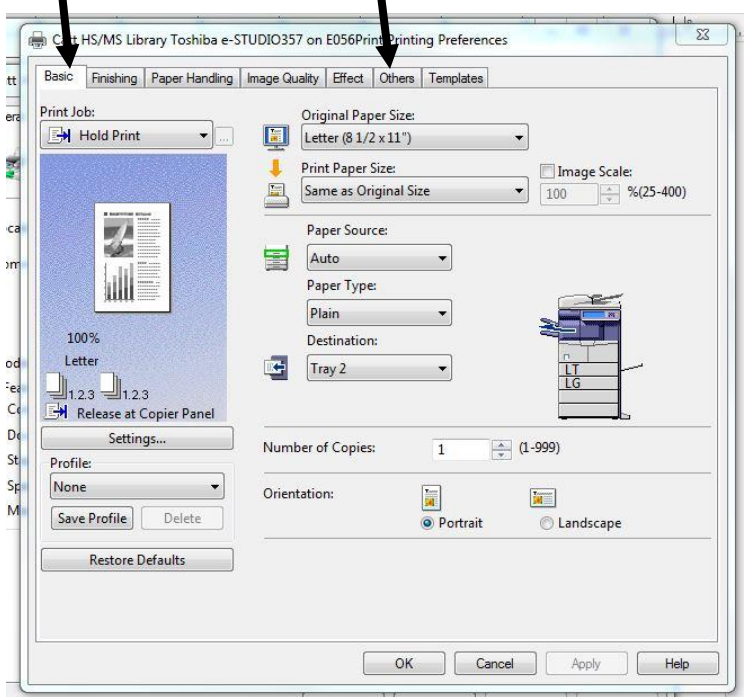
Once you click "Printer Properties" a new window will open.

This is the new window that will open



Click on the "Preferences" button

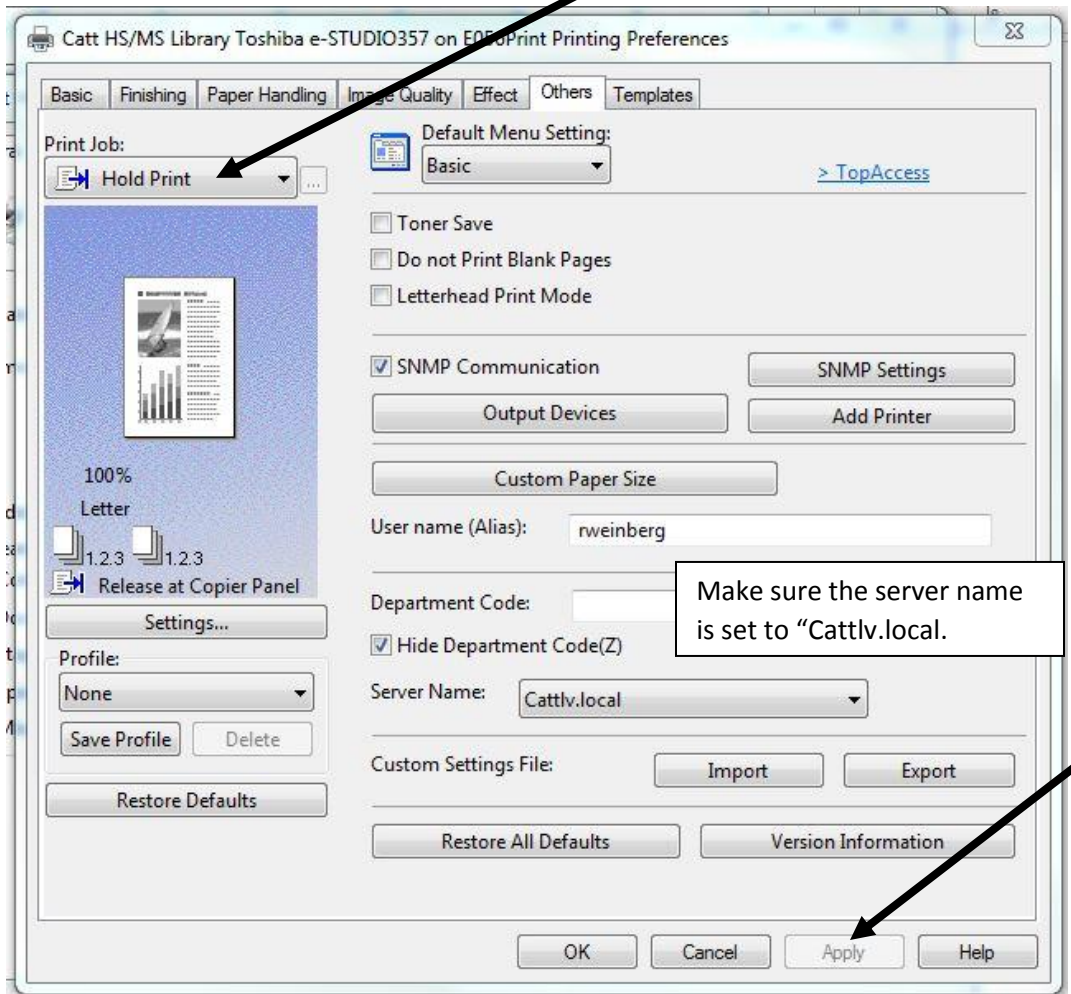
Basic Tab Others Tab



Usually what happens next, after you click on the "Preferences..." button this window opens. Usually it will be on the basic tab.

Please click on the "Others" tab and a new window will open

Two things that you need to check in this window. 1) Make sure "Hold Print" is selected. Hold Print is right below the "Print Job" panel to the left on the "Printing Preferences" window. 2) Make sure the "Server Name" in the "Department Code" area says "Cattlv.local." Use the drop down.



Make sure the server name is set to "Cattlv.local."

To accept the changes click Apply. (Mine is grayed out) Then "OK." And that should be it.