Configuring the new Naviance eDocs printer on Win XP

We have created a new Print Server to host the Naviance transcript printer. In order to successfully transmit transcripts we need to ensure that anyone that was using the old printer deletes it and adds the new one. This guide will help you through the process.

1. Click on the "Start" button and under settings click on "Printers and Faxes".



- 2. Please look through the printers you see listed there. If you have any printers that are still being hosted by SRLC8PRNT01 or SRRC7PRNT02 please right click on them and delete them, including any Naviance printer still pointing to SRLC8PRNT01. Those servers have been taken out of production and those printers will no longer work, deleting them will increase speed and efficiency in accessing your printers. All current printers are being hosted on servers SVWDCPRNT01-05 or locally.
- 3. Adding the new Naviance printer: On top of the "Printers and Faxes" Window you will see a button "Add new printer" click on this to start the add printer wizard. You will be connecting a "network printer", select the radio button with the name box as seen below:

Re	Re Add Printer Wizard								
	Specify a Printer If you don't know the name or address of the printer, you can search for a printer that meets your needs. What printer do you want to connect to? Find a printer in the directory								
S									
Nav	Connect to this printer (or to browse for a printer, select this option and click Next):								
	Name: \\svwdcpmt05\naviance edocs								
	Example: \\server\printer								
Fleti	URL:								
10.1	Livenple, http://serverpinters/lippinter/pinter								
10-1	< Back Next > Cancel								

Type in or copy the print server name and printer as follows \\SVWDCPRNT05\Navianceedocs and click next/finish.

You should now see the new Naviance eDocs printer as below:



Configuring the new Naviance eDocs printer on Windows Vista/7

For Windows Vista or Windows7 the process is basically the same but the boxes/windows will look slightly different.

1. Click on the "Start" button and under settings click on "Printers and Faxes", you will see a window like this:



- 2. Please look through the printers you see listed there. If you have any printers that are still being hosted by SRLC8PRNT01 or SRRC7PRNT02 please right click on them and delete them, including any Naviance printer still pointing to SRLC8PRNT01. Those servers have been taken out of production and those printers will no longer work, deleting them will increase speed and efficiency in accessing your printers. All current printers are being hosted on servers SVWDCPRNT01-05 or locally.
- 3. Adding the new Naviance printer: On top of the "Printers and Faxes" Window you will see a button "Add new printer" click on this to start the add printer wizard. You will be connecting a network printer, select the "Add a network, wireless or Bluetooth printer" box as seen below:



Then click on "The printer that I want isn't listed as seen below:



You will then see:



Select the radio button "Select a shared printer by name" and copy or type in the following:\\SVWDCPRNT05\Naviance edocs

You should then see:

	Control Panel 🕨 Hardwa	e and Sound 🕨 Devices and Printers 🕨 🔹	▼ ∳∳ Search I	Devices and Pr	inters
File Edit Vie				×	
Add a device	🍚 🖶 Add Printer				
Windows can dis					
 Devices (1) 	You've successf	ully added Naviance eDocs on svwdcprnt05			
	Printer name:	Naviance eDocs on svwdcprnt05			
L284OFFX0196	This printer has been	installed with the Docufide Postscript Printer driver.			
Printers and					
284 - 8601 Art Architecture F 115 KONICA					4 - Kyocei 00D Roon n svwdcpr
MINOLTA 751			Next	Cancel	
19	items				

Click "Next" and then you will see:

	Control Panel Hardware and Sound Devices and Printers	rinters
File Edit Vie		
Add a device	🕞 🖶 Add Printer	
Windows can dis		
Devices (1)	You've successfully added Naviance eDocs on svwdcprnt05	
L284 OFF X0196	Set as the default printer You can choose a default printer for home, work, and other places you go. <u>Set up multiple</u> <u>default printers</u>	
 Printers and 		
284 - B601 Art Architecture F 115 KONICA	To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page. Print a test page	4 - Kyocer 00D Room n svwdcpr
MINOLTA 751	Finish Cancel	
1	19 items	

De-select the box asking if you would like to make this your default printer and click the "Finish" button. Your new Naviance printer is not setup and ready for use.

Should you have any problems with this process please open a Help Desk ticket.