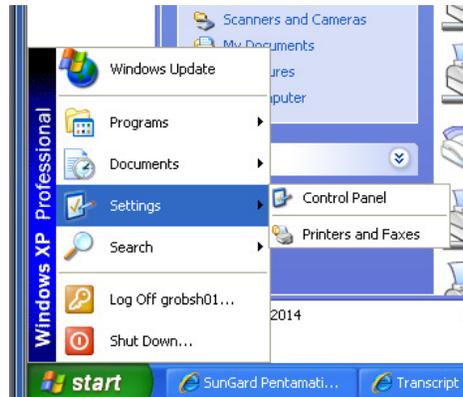


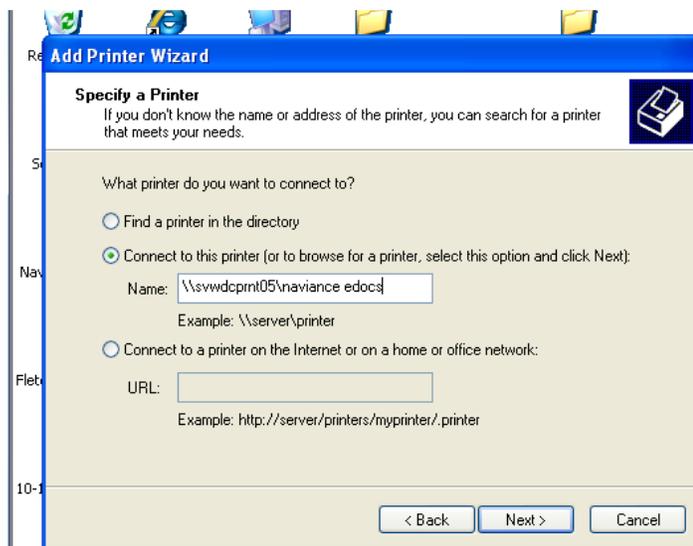
Configuring the new Naviance eDocs printer on Win XP

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”.

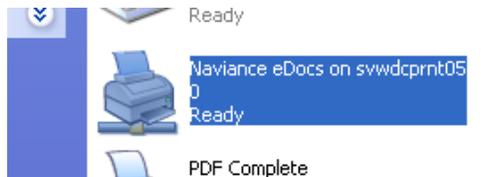


2. Please look through the printers you see listed there. If you have any printers that are still being hosted by SRLC8PRNT01 or SRRC7PRNT02 please right click on them and delete them, including any Naviance printer still pointing to SRLC8PRNT01. Those servers have been taken out of production and those 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:



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:



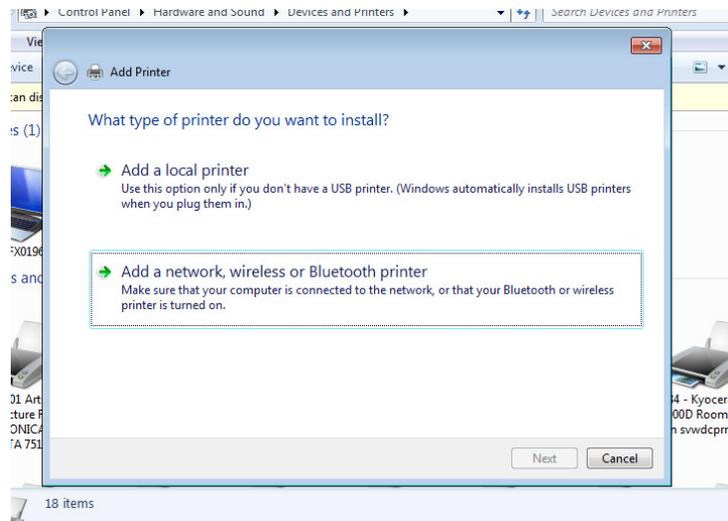
Configuring the new Naviance eDocs printer on Windows Vista/7

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

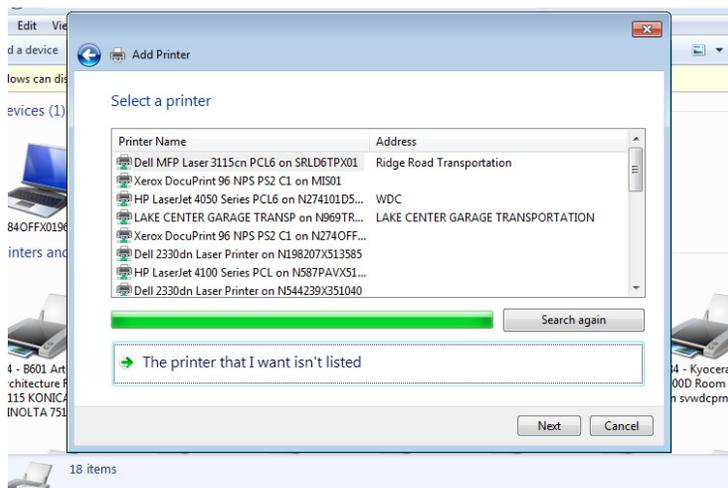
1. Click on the “Start” button and under settings click on “Printers and Faxes”, you will see a window like this:



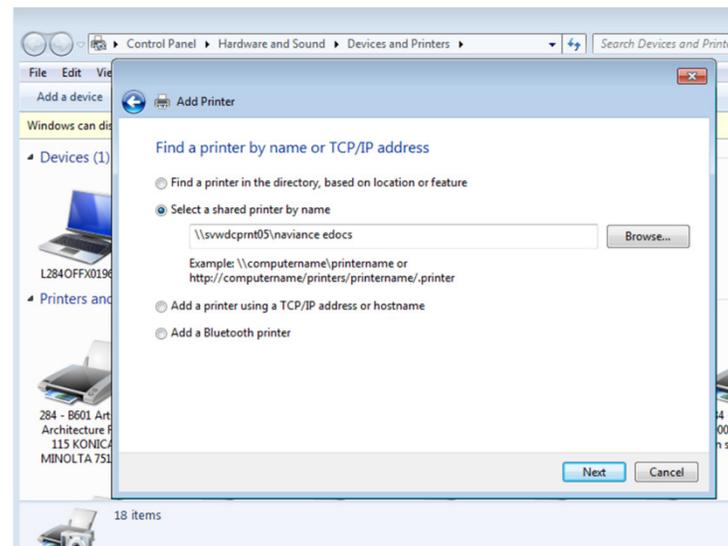
2. Please look through the printers you see listed there. If you have any printers that are still being hosted by SRLC8PRNT01 or SRRC7PRNT02 please right click on them and delete them, including any Naviance printer still pointing to SRLC8PRNT01. Those servers have been taken out of production and those 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:

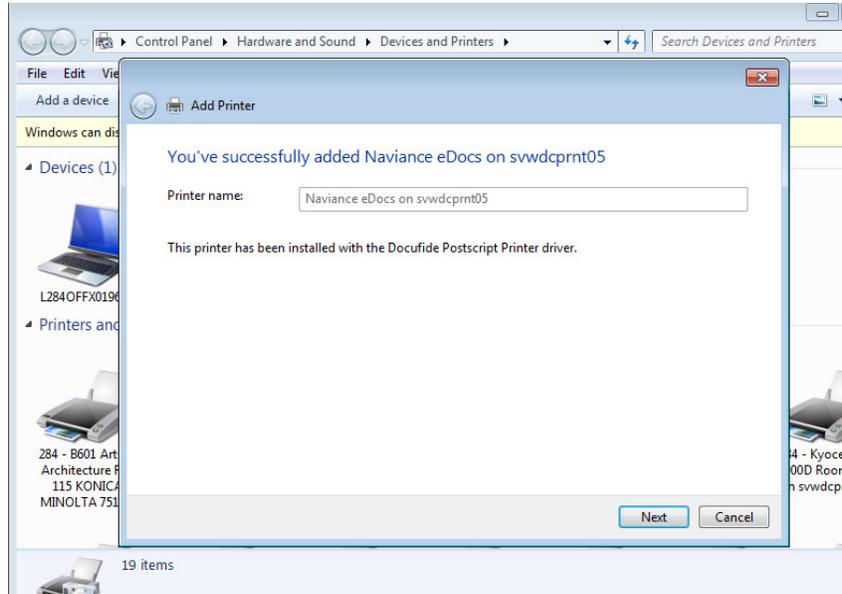


You will then see:

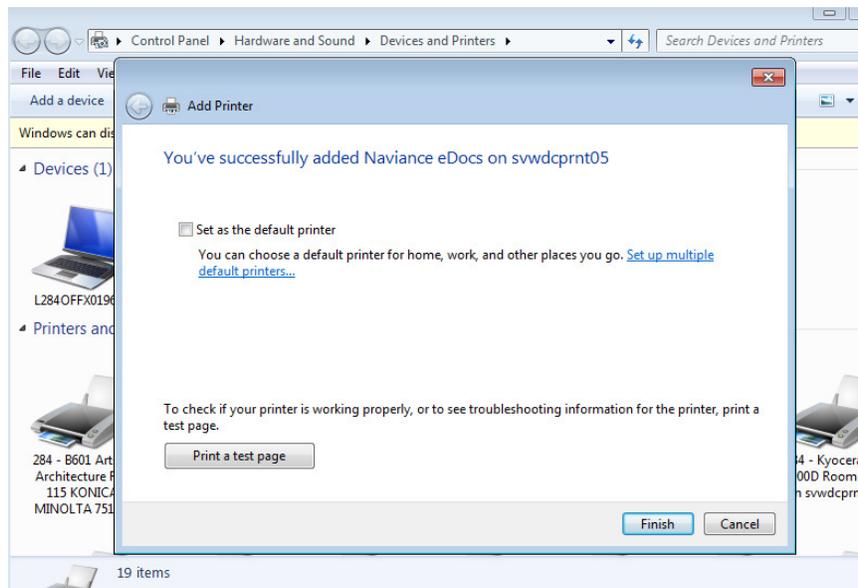


Select the radio button “Select a shared printer by name” and copy or type in the following: \\SVWDCPRNT05\Naviance edocs

You should then see:



Click “Next” and then you will see:



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.