

DEFAULT PRINTER SETUP

Before a user can print forms (PAR, PRF, RAF), he/she must first setup a default printer definition for either a network printer or a printer connected to their PC workstation (LPT1).

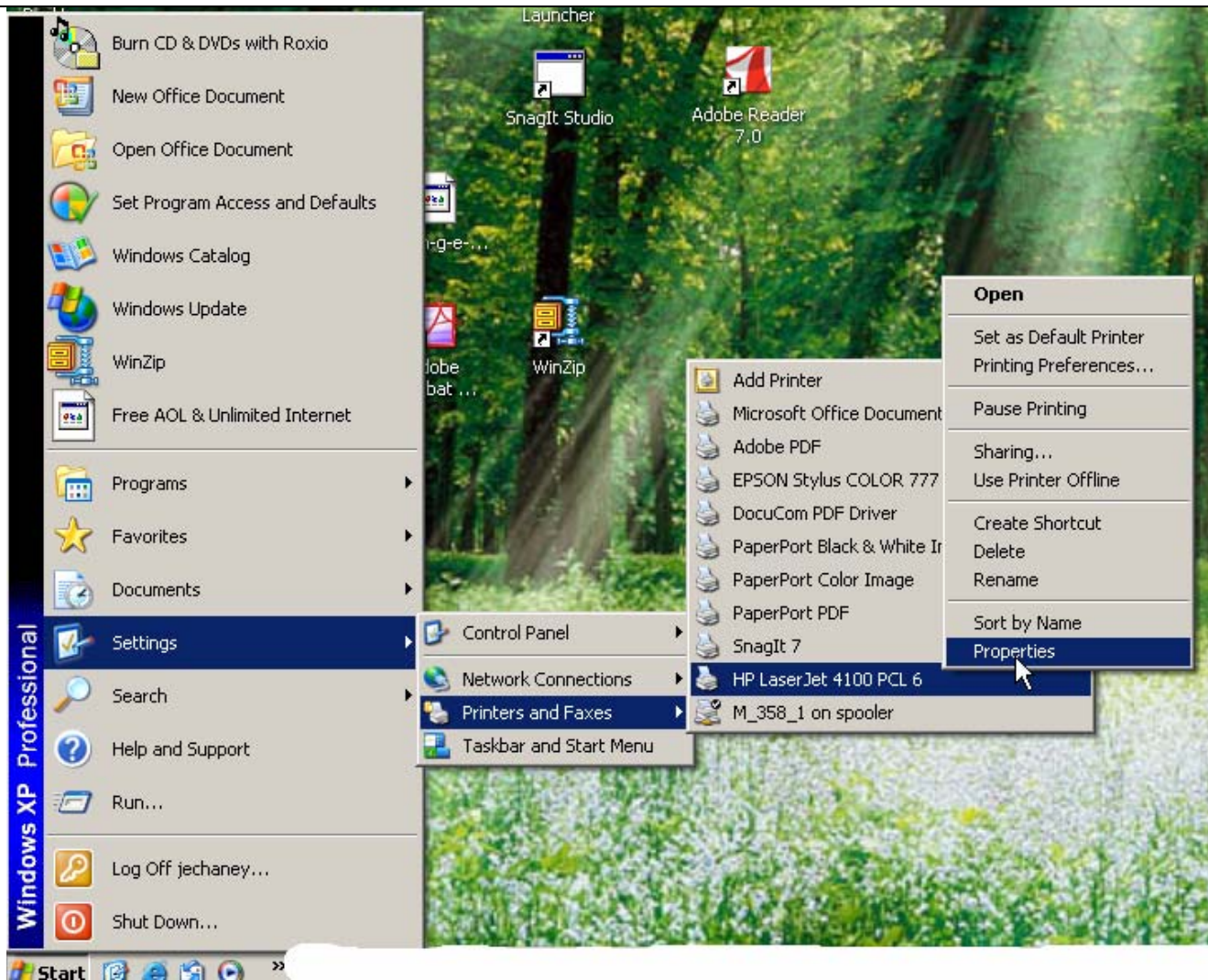
The following instructions describe how to setup a printer connected to their PC workstation as a shared printer on the network.


If the user is trying to print to a network printer, skip immediately to Step III.

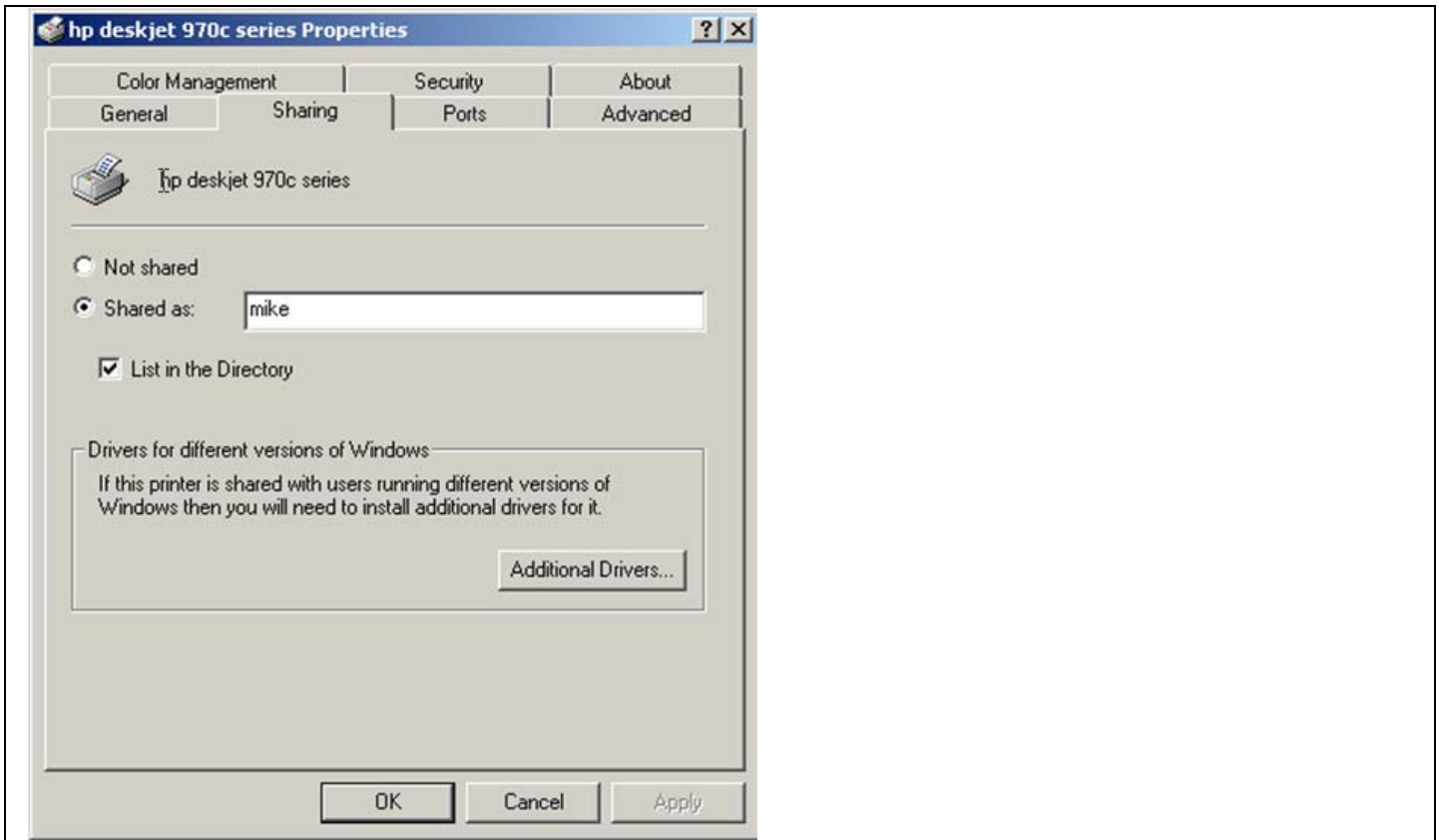
STEP 1

SETUP PRINTER AS A SHARED PRINTER

Navigation: **Desktop>Start>Settings>Printers>Printer Connected to PC>Properties**

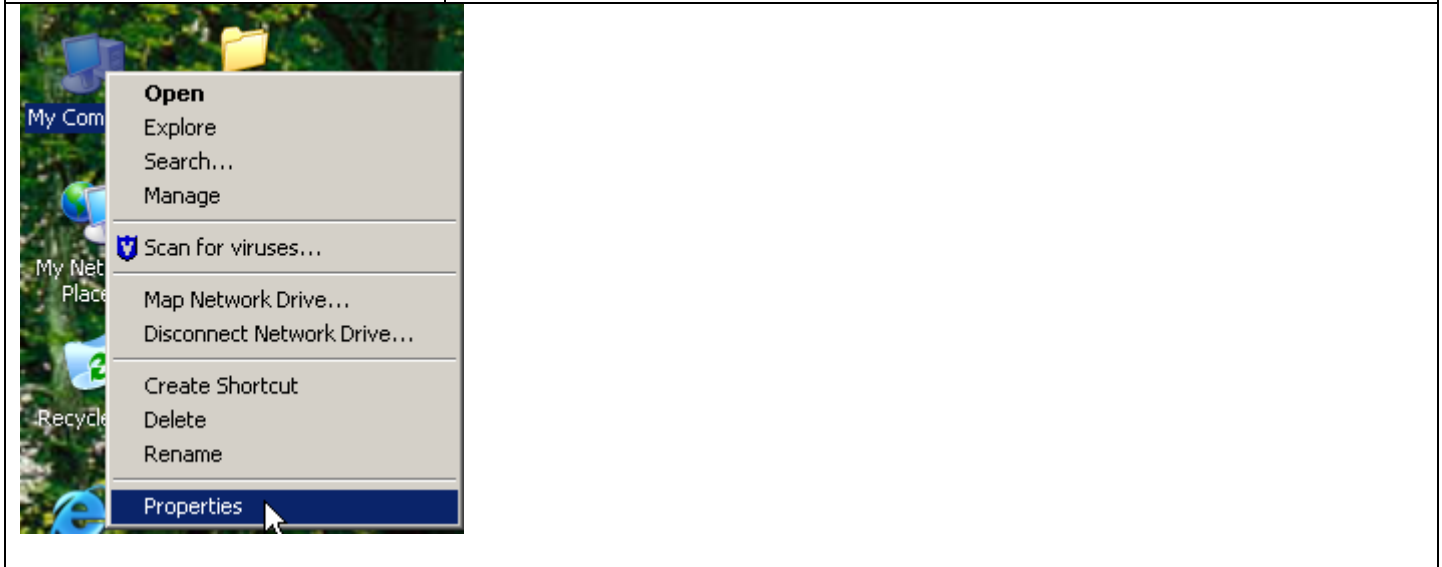



Start 	Click on Start in lower left corner of desktop
Settings	Click on Settings
Printer and Faxes	Click on Printers and Faxes
Printer Name	Right click on the printer connected to your PC or workstation
Properties	Click on Properties



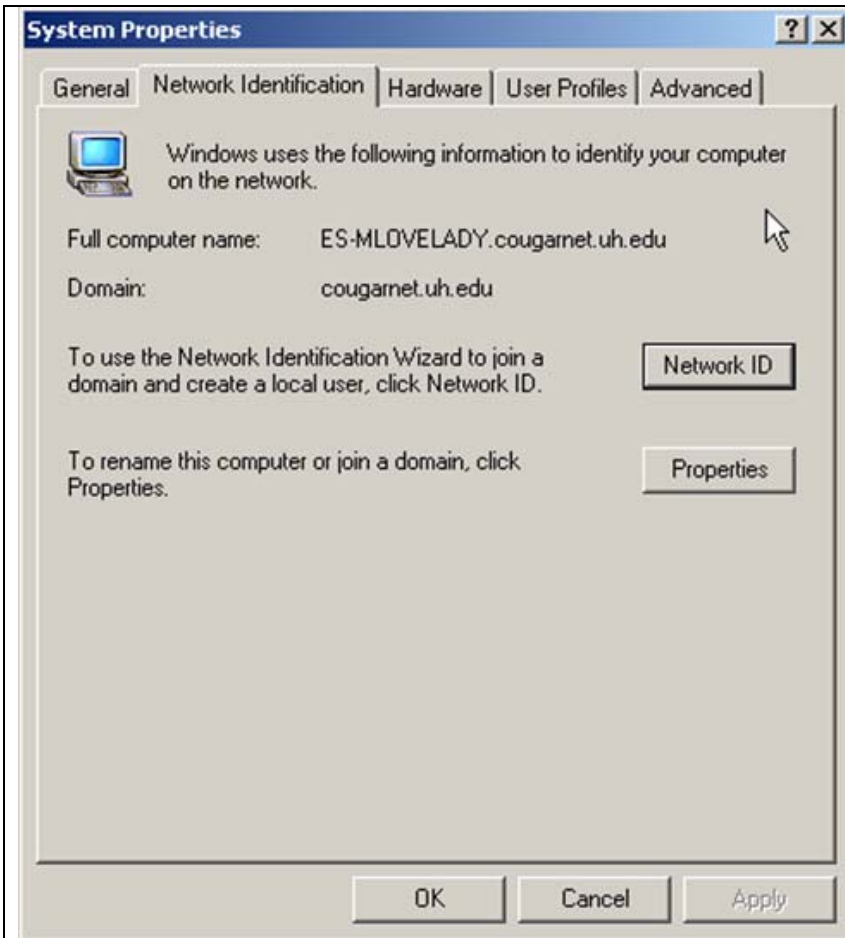
Sharing tab	Click on the Sharing tab
Shared as	Click on <i>radio button</i> to select. Enter anything as a printer name in blank field. (Ex. Your first name)
OK Button	Click on OK button.

STEP 2	<u>DETERMINE YOUR COMPUTER NAME</u>
---------------	--



My Computer 	Right click on "My Computer" (<i>icon should appear on desktop</i>)
--	---

Properties	Click on Properties from drop down menu.
-------------------	--



Network Identification	Click on Network Identification tab
Full Computer Name	Note the first part of the computer name. (In example above, it is ES-MLOVELADY)
	<i>HINT: The computer name is required when setting up printer default in PeopleSoft.</i>

STEP 3

DEFINE YOUR PRINTER SETUP FOR HR FORMS

Default printer definitions for either network printers or shared printers must be defined before the user can print HR FORMS.

Navigation: **UHS HRMS HR>Forms>Printer Default Setup**

Add a New Value*

Click on Add a New Value to add yourself.

Search**

Click on **Search** to pull up your record.

**Note: Click on [Add a New Value](#) link or tab to create a new record if one does not exist.*

***Note: Click on **Search** to find and existing record to modify.*

User ID field

Enter your PeopleSoft user id (log on id)

PeopleSoft®

Home | Add to Favorites | Sign out

New Window | Help | Customize Page |

Menu

- ▶ Enterprise Components
- ▶ Enterprise Learning
- ▶ Manager Self Service
- ▶ Organizational Development
- ▶ Payroll for North America
- ▶ Records and Enrollment
- ▶ Self Service
- ▶ Student Admissions
- ▶ Student Financials
- ▶ Student Recruiting
- ▶ Tree Manager
- ▶ UH CB Reporting
- ▶ UHCL Custom
- ▶ UHS Custom
- ▶ UHS HRMS BENEFITS
- ▶ UHS HRMS BUDGET
- ▼ UHS HRMS HR
 - ▼ UHS HRMS HR
 - ▼ Forms
 - PAR - Personnel Action Request
 - PRF - Position Request Form
 - RAF - Reallocation Form
 - PAR - Employee Form Print
 - PAR - Job Form Print
 - PRF - Position Request Print
 - RAF - Reallocation Form Print
 - Printer Default Setup

Uhs Print Setup

User ID: UHSPARTT

Enter a printer name in the form of \print server\printer name:

\\ES-MLOVELADY\MIKE

Enter print server and name. The name of the computer acts as the printer server. The printer name is the shared name created above. Format is \\computername\sharedname

Save Notify Add Update/Display

User ID field	Enter \\nameofyourcomputer\nameofyourprinter for the printer name. (example: \\ES-MLOVELADY\MIKE)
Note: If you are using a network printer, you will enter your printer address as in \\spooler\UBP3_294_1	