# New Print Servers Neutron and Proton and decommission of Canoe and Ski on 23 Aug 2022

## **New Print Servers**

Print servers Neutron and Proton are replacing the previous servers Canoe and Ski.

#### Canoe and Ski are planned for decommission on Tuesday 23 August.

Please delete any connections pointing to Canoe or Ski as early as possible.

## **Abbreviations of Printer Name**

The abbreviation of the printer names appears as MFM411 or MFT111 where:

MF = Multi-Function M or T or V = Montbrilliant or Tower or Varembe 411 = number of the closest office

For older Hewlett Packard printers, the name begins with HP followed by the Building and Office number abbreviations – e.g. HPM320

## **Do I Need To Do Anything?**

- 1) Check your preferred printer(s) are connected to either Neutron or Proton, and if not already done, connect your preferred printer(s) on the new print server
- 2) Check and set a default printer
- 3) Delete any connections to printers on Canoe or Ski

# 1) Check preferred printer and connect to network printer on either Neutron or Proton

Open Printers & Scanners and review existing connections



To connect to your preferred printer(s):

a) Open either <u>\\Neutron</u> or <u>\\Proton</u> from Windows



b) Scroll down to find the printer(s) which are located closest to your office and then doubleclick



# 2) Set a printer on either Neutron or Proton as the default printer

S MFT111 on neutron						_		×
Prin	ter Document View							
	Connect	ner	Pa	Size	Submitted	Port		
	Set As Default Printer	-						
	Printing Preferences							
	Update Driver							
	Pause Printing							
	Cancel All Documents							
	Sharing							
	Properties	is the	e defau	ult printer.				
	Close							

# When printing confidential document on the MF printers, it is recommended to add a PIN code

Related information: <u>How to change the default pin code to print document?</u> <u>How to use pin code to print document?</u>

#### 3) Delete all printers on Canoe or Ski

Printers & scanners							
Fax							
MFT111 on CANOE							
	Open queue	Manage	Remove device				

#### If on travel or moving about a lot

In this case, it may be prudent to set a virtual printer as the default. Set the default to either **Microsoft Print to PDF** or **Microsoft XPS Document Writer** 

Microsoft Print to PD							
Microsoft XPS Document Writer							
Microsoft Print to I	PDF		Open	queue	Ma	anage	
S Microsoft Print to PDF					-		×
Connect Set As Default Printer Printing Preferences	er P	a	Size	Submitted	Poi	rt	
Update Driver Pause Printing Cancel All Documents							
<b>Sharing</b> Use Printer Offline							
Properties							
Open As Administrator							
Close							

## **Printers during ITU Events and Conferences**

IS Department sets up specific print servers when ITU events and conferences are taking place in external venues. IT information is provided in due time and onsite by Conference Logistics team.