



How to set-up the library printer – HMS E120 NC


1. Search for Printers & Scanners (Magnifying Glass-Lower Left of Screen)  Click on ---> 


2. Add a printer or scanner  Add printers & scanners
Add a printer or scanner

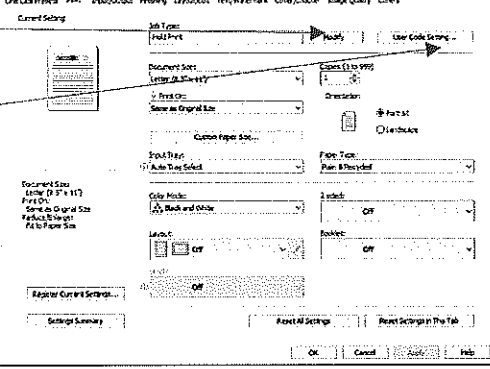
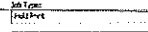
3. Find the library printer  HMS-E120NC on HASD-HC-PRINT Printer


4. Double click on printer & Add Device  HMS-E120NC on HASD-HC-PRINT Printer
After the printer loads, close that Window and repeat steps 1 & 2 

5. Double click on HMS E120 NC Printer

6. Click on Manage  HMS E120NC on hasd hc print Hasd hc


7. Set as Default and Printing Preference  Manage your device
Printer status: Toner/ink low
Open print queue Set as default
App installed
Open printer app
Print a test page
Run the troubleshooter
Printer properties
Printing preferences
Hardware properties

8. Modify   Job Type: **HOLD PRINT**
9. Job Type-HOLD PRINT
10. User ID – Window Login Name
11. Click OK
12. User Code
5th Grade – 5555
6th Grade – 6666
7th Grade – 7777
8th Grade – 8888
Click OK

User Code Setting  User Code: 8888
OK Cancel Restore Defaults Help

13. Color Mode: Black and White
14. 2 Sided: OFF
15. Apply
16. OK