

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

1. Search for Printers & Scanners using magnifying glass-lower left corner

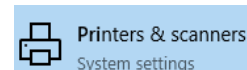


2. Click on Add a printer or scanner

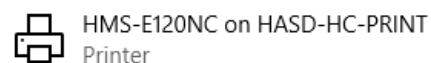
Printers & scanners

Add printers & scanners

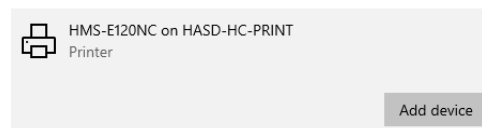
+ Add a printer or scanner



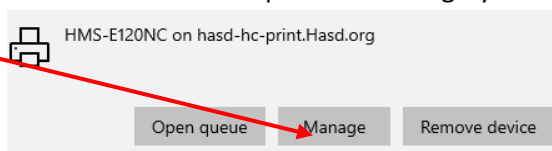
3. All printers are alphabetical order - scroll down to HMS-E120NC



4. Click once on this printer, so you can see Add device



5. Please wait for the printer to load. Click once on the printer - three gray boxes will appear. Click on Manage



6. Set as default
7. Printing preferences
8. Modify

Manage your device

Printer status: Toner/ink low

Open print queue Set as default

App installed

Open printer app

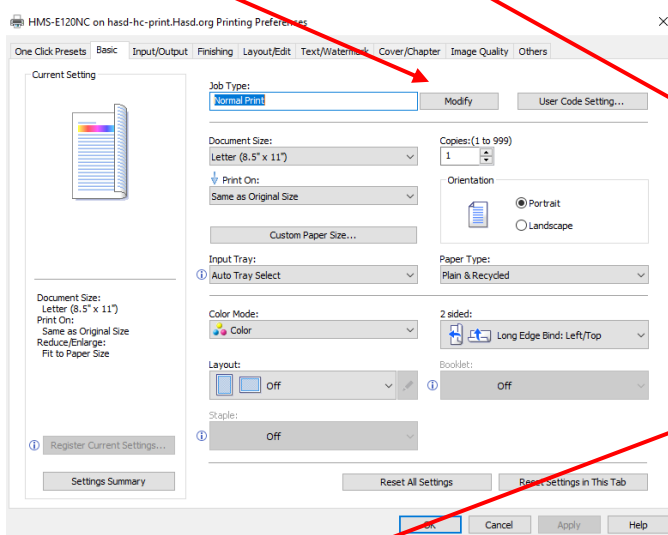
Print a test page

Run the troubleshooter

Printer properties

Printing preferences

Hardware properties



Change Job Type

Job Type: Hold Print

Detailed Settings

Classification Code: (Up to 32 alphanumeric characters [a-z, A-Z, 0-9, \*, " , \_])

User ID: (Up to 8 alphanumeric characters [a-z, A-Z, 0-9, \*, " , \_])

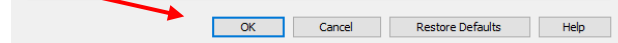
File Name: (Up to 16 1byte (half this for 2byte) character except [ , ])

Set Print Time

Hour: Minute:

0 : 0

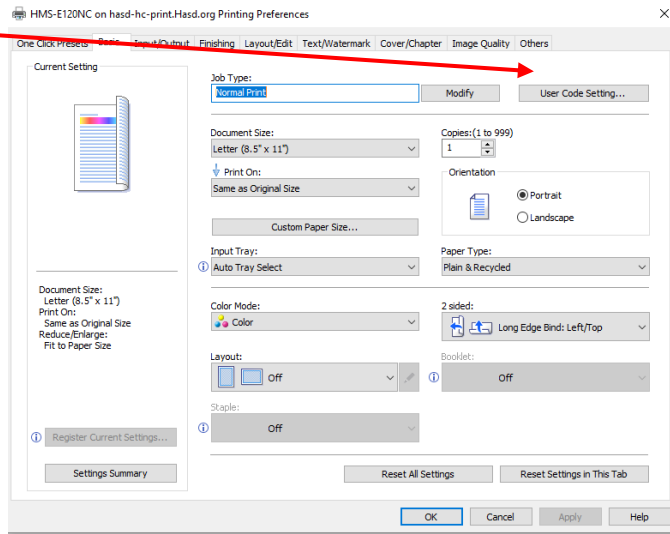
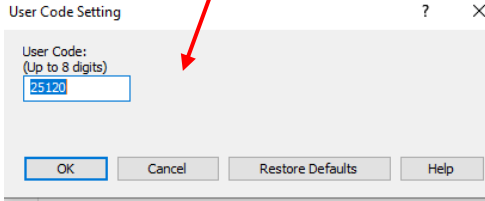
9. Hold Print
10. Windows Login Name
11. OK



12. User Code Setting

13. 25120

14. OK



15. Color Mode- Black and White

16. Apply

17. OK

