Adding Print Queues

How to add the location-based print queues

Print Driver

Print Drivers have been automatically deployed to your machine.

Add Print Queues - Windows

Navigate to the search bar located in the bottom left of your desktop.

🕂 🔎 Type here to search

- 1. Search for and open "**Printers & Scanners**" then click the plus button labeled "**Add a printer or scanner**"
- 2. Click "the printer that I want isn't listed"
- 3. In the popup that appears, select "Find a printer in the directory based on location or feature" and click Next
- 4. In the "**Find Printers**" window, search by location (see the image below for queue names and locations)

MTC_FollowMe_Print_Ricoh	Washington DC
🖶 UTC_Regions_FollowMe_Print_Ricoh	Urbana/NewYork/Boston/Philadelphia/Chicago/SFO
RTC_FollowMe_Print_Ricoh	Reston
👼 Plano_FollowMe_Print_Ricoh	Plano

- 5. Double click the queue name in the search results box. It will be formatted as **Location_FollowMe_Print_Ricoh**.
- 6. When it is finished, you will see a popup.

Set a Default Printer

 Go to the "Printers & Scanners" menu again. Scroll down and make sure that "Let Windows manage my default printer" is Unchecked.



Mac Users

Go to **intelligent Hub**, click on **Ricoh Printer Driver**, select printer for your desired location.





Plotter Printing Guide - Windows



How to use Plotter Printers to print large-scale documents

Plotter printers are utilized to print large scale documents, up to 36x48 inches. In order to print using one of these printers, you must submit a MyServices request to download the driver.

MyServices Request:

- 1. Go to MyServices (from Homesite > Useful Links) and scroll to "Popular topics"
- 2. Select "Software"



3. Select your operating system and then, under software, type "Epson" to find the printer driver.



- 4. Provide a business justification for needing the access to Plotter printers.
- 5. After approval, it may take up to 24 hours for the driver to appear in your software center.

Downloading the Driver:

- 1. Log in to VPN via Citrix
- Open the Software Center by typing "Software Center" into the Windows search bar at the bottom of your desktop.
- Slide 1 of 3 段 🛣 Accessibility: Investigate

- 3. Search for "Epson"
- 4. Click on "Epson Printer Driver" and then click "Install"

You will need to connect to the appropriate plotter printer, based on the location you are printing (i.e. the plotter printer does not use "follow me" printing).

For questions or other assistance, please reach out to Print Support at print_support@fanniemae.com or 202-752-1775.

Plotter Printing Guide - Windows



Filters V

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Best match

Settings

Folders

Documents

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Share printers

🔓 Change default printer

Change advanced color management settings for displays, scanners, and printers

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Printers & scanners System settings

How to use Plotter Printers to print large-scale documents

Add the Print Queue:

- 1. Navigate to "Search Windows" magnifying glass in the bottom left corner and type "printer & scanners"
- 2. Select "Add a printer or scanner"
- 3. Click "the printer I want isn't listed"
- 4. In the popup, select "Find a printer in the directory based on location or feature" and then click "Next"
- 5. Type the name of the printer (see table at the top of the page) into the search bar labeled "Name"
- 6. Double click on the print queue name when it appears.

Settings Printers & scanners Add printers & scanners + Add a printer or scanner	 Printers & scanners Add printers & scanners Refresh Searching for printers and scanners 	printers & scanners	
	The printer that I want isn't listed	Find a printer by other options My printer is a little older. Help me find it. Find a printer in the directory, based on location or feature 	
Find Printers File Edit View In: Printers Features Advanced Name: *plotter* Location: Model:	- C ×	 Select a shared printer by name Example: \\computername\printername or http://computername/printers/printername/printer Add a printer using a TCP/IP address or hostname Add a Bluetooth, wireless or network discoverable printer Add a local printer or network printer with manual settings 	Browse Next Cancel
Search results:	OK Model		
MTC-Plotter DC Plano-Plotter Plan RTC-Plotter RTC	o EPSON SC-T7200D Sc O EPSON SC-T7200D Sc EPSON SC-T7200D Sc		

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Printing to a Plotter Printer:

- 1. Open the document you want to print
- 2. Got to File > Print
- 3. Select the printer from the dropdown
- 4. Click on Printer Properties
- 5. In the printer settings popup that appears, go to "Paper Size" and adjust as needed.
 - a) Note: The largest and most paper-efficient size for the Plotter printers is **Arch E**
 - b) See paper sizes explained in the table below:

Name	Size
Arch A	9x12
Arch B	12x18
Arch C	18x24
Arch D	24x36
Arch E	36x48

- Pick up your printed document at the printer (see the locations below)
- When you print your next non-plotter document, verify that you are not printing to the plotter.

Building	Location	Name
RTC (Reston)	10C-118	RTC-Plotter
MTC (DC)	12B-104	MTC-Plotter
Plano (Granite Park)	6T-407	Plano-Plotter
Urbana	2114 (2 nd Floor)	UTC-Plotter

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Select your operating system and then, under software, type "Epson" to find the printer driver.

*What operating system (OS) will this software be installed on?					
OSX					*
*Software to Install					
epson					٩
EPSON Advanced Printer Driver 22.20.11	22.20.11	Software	ASL04110_pkg2	EPSON Advanced Printer Driver 22.20.11 OSX	

- 3. Provide a business justification for needing the access to Plotter printers.
- 4. After approval, it may take up to **24 hours** for the driver to appear in your software center.

Downloading the Driver:

- 1. Log in to Citrix VPN
- 2. Open intelligent hub.
- 3. Search for "Epson"
- 4. Click on "Epson Printer" and then "Install"

••••	Apps Q Search C
영 ☆ Favorites	New Recommended All Apps Websiles Mac Apps Virtual Apps Categories •
88 Apps	
E For You	New
Support	EPSON Printer RestAll glt RestAll Report Following Report Following<
	SentinalOne FEINSTALL ➡ 86.4 MB V 22.3.2.6356 ○ ☆

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Plotter Printing Guide - Mac



How to use Plotter Printers to print large-scale documents

Add the Print Queue:

- 1. Navigate to spotlight search (in the top right corner) and type "printer & scanners"
- 2. Click "Add Printer, Scanner, or Fax"
- 3. In the popup, type "plotter" and search.
- 4. Click on the print queue name when it appears.
- 5. Click the arrow next to "Use" in order to choose the driver you installed.
- 6. In the popup, search for "Epson" and select the driver, then click "OK."
- 7. Once you've chosen the driver, you can click the "Add" button.

	Printers & Scanners	
Search	Default printer	Last Printer Used 🗘
Control Center	Default paper size	US Letter 🗘
Siri & Spotlight Privacy & Security	Printers	
Desktop & Dock	1735-HPT1300 Plotter Paused	
Wallpaper	MTC_FollowMe_Print_Ricoh	
Screen Saver Battery	Plano_FollowMe_Print_Ricoh	
Lock Screen	PWV-G4T-A001-MTC-Plotter	
Users & Groups	PWV-G4T-A004-Plano-Plotter	
Passwords Internet Accounts	RTC_FollowMe_Print_Ricoh	
Game Center	UTC_Regions_FollowMe_Print_Ricoh	

	Ndd Printer		Printe	r Software	
ē (9 fi © _©			Q epson	
			Epson 24-Pin Series Epson 9-Pin Series		
Q plano		8	EPSON SC-T3000 Series		
Name	∧ Kind		EPSON SC-T7000 Series		
PWV-PGC-A004-Pollowide_rand PWV-G4T-A004-MarketRoom_Plano_Ri	coh Open Directory Open Directory	ar			
PWV-G4T-A004-Plano_Marc	Open Directory				
PWV-G4T-A004-Reception_Plano	Open Directory	a			
				Cancel OK	
Names PWV-G4T-4004-Plan	Plotter				
Name:		Di		Add Printer	
Location: Plano					
Use: Choose a Driver					
Software for this printer is manufacturer for the lates	n't available from Apple. Contact the pi t software.	printer's	Q plano		0
2			Name	∧ Kind	
3		Add	PWV-FGC-A0	004-FollowMe_Plano Open Directory	
			PWV-G4T-AC	004-Plano-Plotter Open Directory	
			PWV-G41-AC	004-Plano_Marc Open Directory 004-Reception_Plano Open Directory	
			Name:	PWV-G4T-A004-Plano-Plotter 2	
			Location:	Plano	
			Use:	EPSON SC-T7000 Series	0
					_
			?		Add

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- 2. Got to File > Print
- 3. In the popup that appears, select the printer from the dropdown
- 4. If you don't see paper size as an option on that popout, click "Copies & Pages"
- 5. In the popup that appears, select "Fit to Output Size" and select your paper size.
 - a) Note: The largest and most paper-efficient size for the Plotter printers is Arch E
 - b) See paper sizes explained in the table below:

Name	Size
Arch A	9x12
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Arch C	18x24
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