



Setting up a View Printer

Quick Reference Guide

This document assists users who wish to view **Maestro** reports on the screen, even if they do not have a printer that is supported by Terminal Services.

- Start > Settings > Printers OR
Start > Printers
- Printer > Add a printer

Screen Name	What you do
Welcome to the Add Printer Wizard	<ul style="list-style-type: none">▪ Next
Local or Network Printers	<ul style="list-style-type: none">▪ Select "Local Printer Attached to this Computer"▪ Deselect "Automatically detect & install my Plug and Play printer"▪ Next
Select a Printer Port	<ul style="list-style-type: none">▪ LPT1: (Recommended Printer Port)▪ Next
Install Printer Software	Manufacturer (left side) Printers (right side) <ul style="list-style-type: none">▪ Select Generic ▪ Select Generic/Text Only
Name your Printer	"Generic/Text Only" appears in the Printer name box "Do you want to use this printer as the default printer?" <ul style="list-style-type: none">▪ Yes *▪ Next * Terminal Services only looks at your default printer.
Printer Sharing	<ul style="list-style-type: none">▪ Select "Do not share this printer"▪ Next
If the Location and Comment screen appears	<ul style="list-style-type: none">▪ Leave it blank▪ Next
Print test page	<ul style="list-style-type: none">▪ No▪ Next
Completing the Add Printer Wizard	<ul style="list-style-type: none">▪ Finish

Once you have this printer set up, log into Terminal Server and then into Maestro. There is a delay while Terminal Services looks for your default printer.

Note: If you need to print something from your local desktop (not **Maestro**) you will need to change the default to your attached printer.