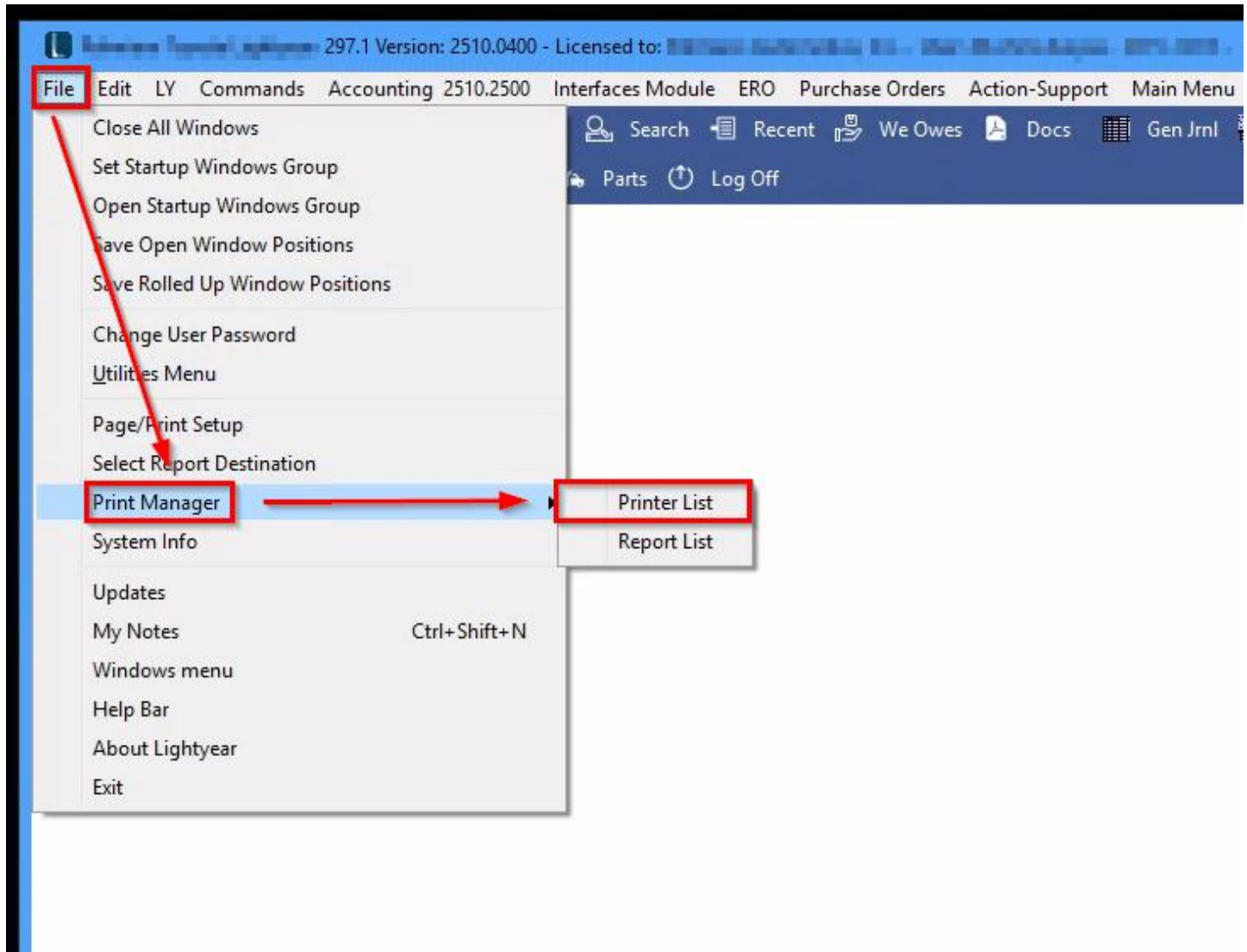


### Printer Setup Guide – ERC

This guide provides step-by-step instructions for setting up a printer in the ERC system to ensure proper printing configuration for all modules.

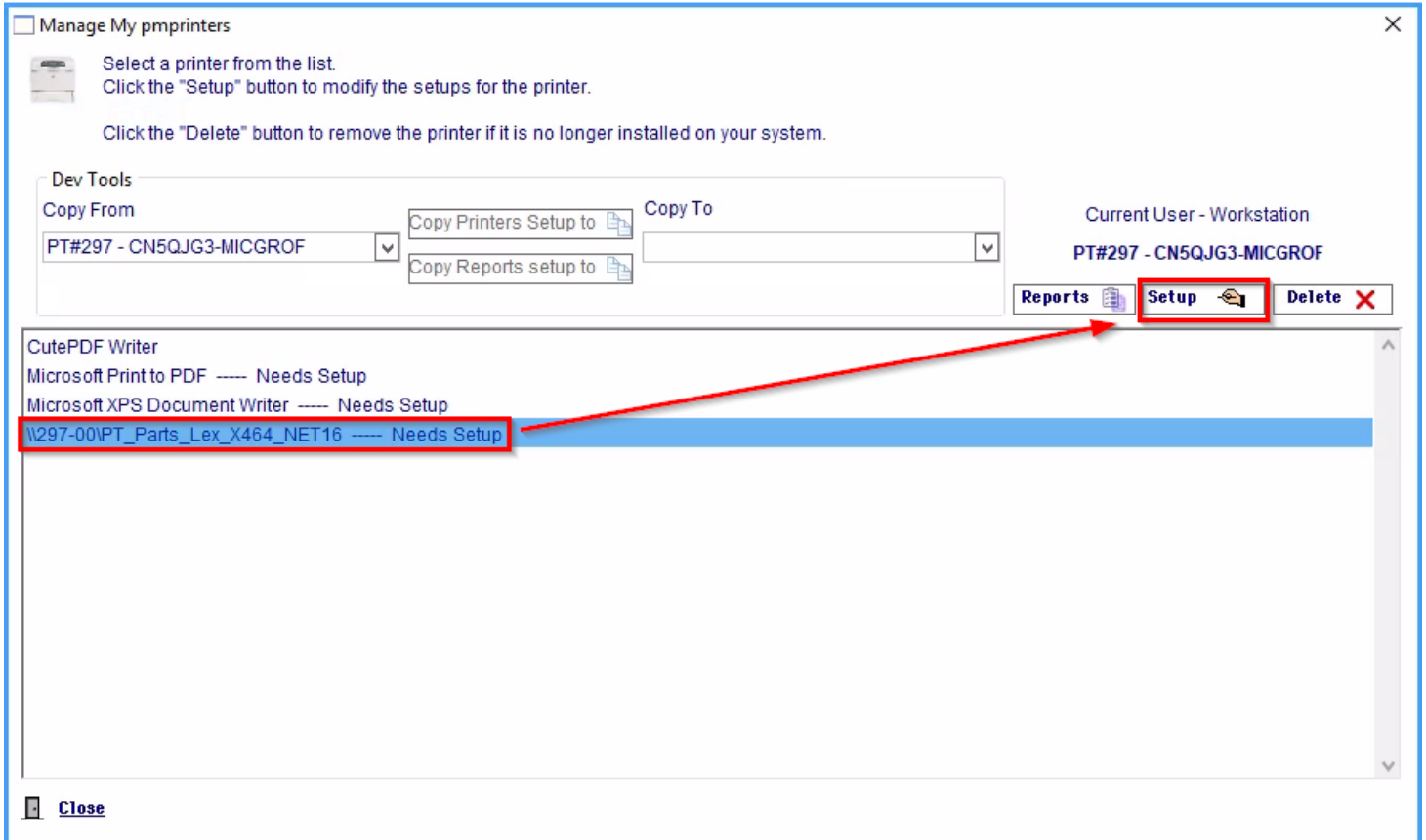
#### 1. Access the Printer List

1. In the top menu, click File.
2. Select Print Manager → Printer List.



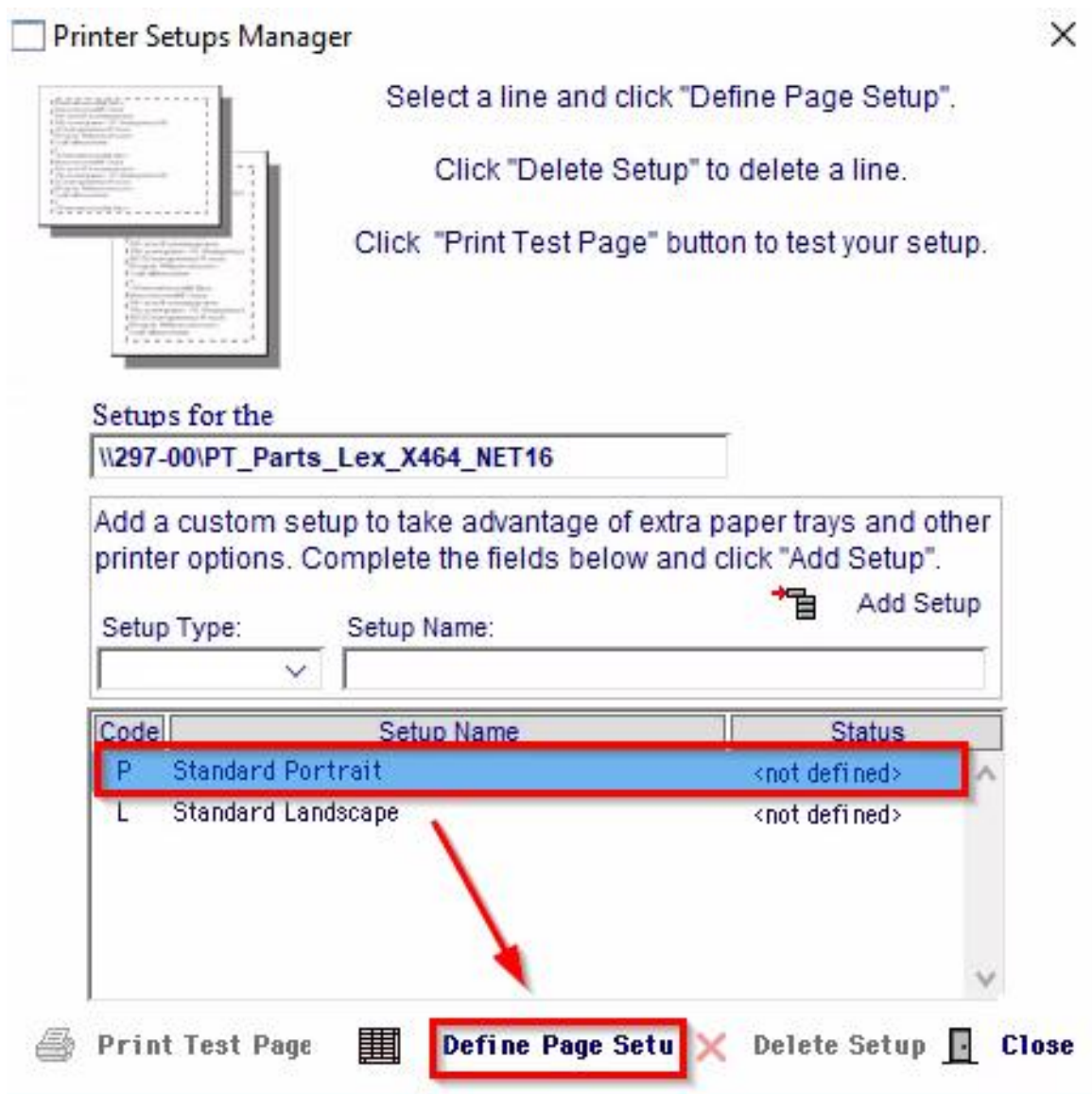
### 2. Manage My Printers

1. In the Manage My pmprinters window, select the printer you wish to configure.
2. Click Setup.



### 3. Define Page Setups

1. In Printer Setups Manager, highlight Standard Portrait.
2. Click Define Page Setup.
3. When prompted, click Continue.
4. In the Print Setup window:
  - Verify printer name
  - Paper Size: Letter
  - Orientation: Portrait
  - Click OK



INFORMATION

A window will open that contains a button called "Page Setup".

Click this button. A typical select printer dialog box will appear. Select the printer and set the page setup to Portrait.

Click Ok twice to save the setup

Continue

**Print Setup** [X]

**Printer**

Name: \\297-00\PT\_Parts\_Lex\_X464\_NET16 [Properties...]

Status: Ready

Type: Lexmark Universal v2 XL

Where: 10.210.39.16

Comment:

**Paper**

Size: Letter

Source: Automatically Select

**Orientation**

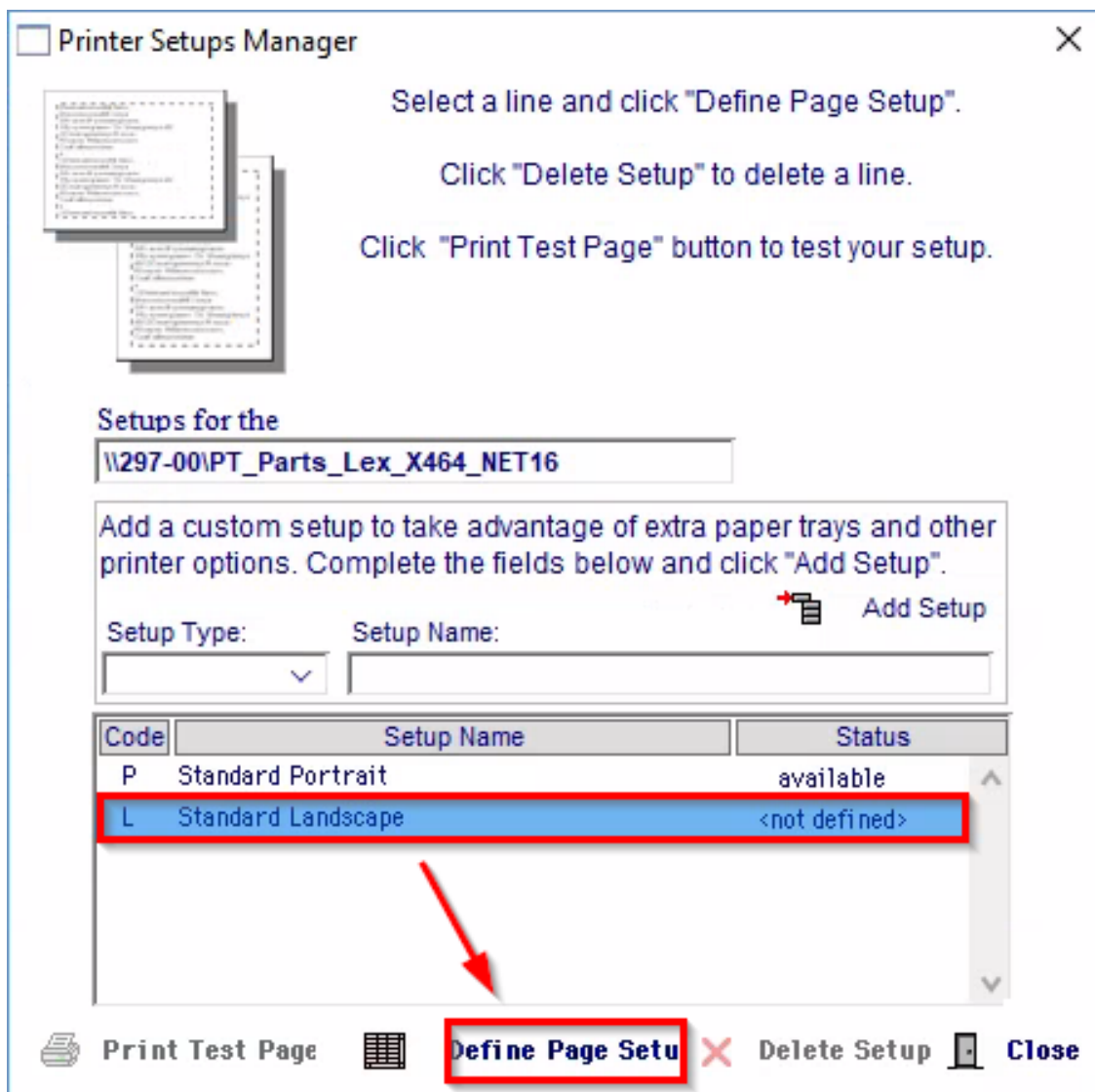
Portrait

Landscape

[Help] [Network...] [OK] [Cancel]

4. Repeat the process for Standard Landscape, but set Orientation to Landscape.

1. In Printer Setups Manager, highlight Standard Landscape.
2. Click Define Page Setup.
3. When prompted, click Continue.
4. In the Print Setup window:
  - Verify printer name
  - Paper Size: Letter
  - Orientation: Landscape
  - Click OK



### INFORMATION

A window will open that contains a button called "Page Setup".

Click this button. A typical select printer dialog box will appear.  
Select the printer and set the page setup to Portrait.

Click Ok twice to save the setup

Continue

The screenshot shows a 'Print Setup' dialog box with a blue title bar and a red close button. The dialog is divided into several sections:

- Printer:** A dropdown menu shows the printer name '\\297-00\PT\_Parts\_Lex\_X464\_NET16'. To the right is a 'Properties...' button. Below this, the status is 'Ready', the type is 'Lexmark Universal v2 XL', and the location is '10.210.39.16'. A 'Comment:' field is empty.
- Paper:** A dropdown menu shows 'Letter'. Below it, a 'Source:' dropdown menu shows 'Automatically Select'.
- Orientation:** Two radio buttons are present: 'Portrait' (unselected) and 'Landscape' (selected). A small icon of a document with the letter 'A' is shown to the left of the radio buttons.
- Buttons:** At the bottom, there are four buttons: 'Help', 'Network...', 'OK', and 'Cancel'.

### 5. Confirmation

Once configured, the printer will no longer display "Needs Setup." You will now be able to print to your printer.

Manage My pmprinters ✕

 Select a printer from the list.  
Click the "Setup" button to modify the setups for the printer.

Click the "Delete" button to remove the printer if it is no longer installed on your system.

Dev Tools

Copy From:   Copy To:

Current User - Workstation  
PT#297 - CN5QJG3-MICGROF

✕

CutePDF Writer

**\\297-00\PT\_Parts\_Lex\_X464\_NET16**

Microsoft Print to PDF ----- Needs Setup

Microsoft XPS Document Writer ----- Needs Setup