Setting your printer default in Citrix

The following instructions are for Citrix users who are on the Corvus server. This includes all Citrix users, except those accessing the Facilities Management System (FAMIS). If you use FAMIS, you are using a different server and these instructions do not pertain to you.

To print from Citrix on the Corvus server, you will use generic print drivers that work with many different types of printers. A minor bit of functionality may be lost using this method. For example, you will not be able to send something to a Konica printer to print double-sided, and you will not be able to set it to staple documents.

For on-campus Citrix users (including the Livingston Center and the Aviation Center—but not Dazy):

The first time you logon on to Citrix (which means logging on to Corvus), you must select a printer for your default printer. You should only need to do this once.

1. Click the Start button (remember to use the Start button within the Citrix window), point to Settings, then click Printers.
2. If your printers display as icons, open the View menu and click List so you can see all the printer options. You may want to enlarge the window.
3. In the printer list you will see off-campus and network printers listed. You want to pick one of the network printers. The network printers will be named Network Printer on LPTn, where n is a number between 3 and 8. To help decide which printer is appropriate, use the following guidelines:
   • Network Printer on LPT3 – This is usually the laser printer closest to your desk. If in doubt, choose this as your default.
   • Network Printer on LPT5 – This is a secondary laser printer, usually not as close as the one on LPT3.
   • Network Printer on LPT7 – This is usually the faster Konica for your area.
   • Network Printer on LPT8 – This is usually the slower Konica for your area.
4. To set the printer as your default, right-click on the printer of your choice, and click Set as Default.
5. Try printing a document from Citrix. If it does not print where you expect, try one of the other LPT numbers.

For off-campus Citrix users:

If you wish to print from Citrix from an off-campus location:

• Call the ITR Help Desk (483-5221) and request that your printer be added to Corvus.
• The Help Desk will refer your request to a technician who will work with you on an individual basis to set up your printer.

If you have questions or problems with this process, please call the Help Desk.