

8.4.3 Printing Management Facts

Following are components for managing printing on a Windows system:

Component	Description
Printer Properties	<p>Edit the properties of the printer object in order to:</p> <ul style="list-style-type: none"> Print a test page Share the printer Change the driver used by the printer object Add drivers for network users Change the port used by the printer Match the colors on the screen to the colors that are printed by loading color management profiles Assign permissions to control what users can do Configure a time range during which the printer will be available Configure custom settings for the specific print device <p>Users with the Print permission can print using the printer; users with the Manage printers permission can edit the printer properties and pause the printer, but cannot manage any documents waiting to be printed.</p>
Print Queue	<p>A print <i>queue</i> is a location on the hard disk that holds print jobs that are waiting to be processed. Each printer object has its own print queue.</p> <ul style="list-style-type: none"> Double-click the printer to open the print queue. By default, users can manage their own jobs in the print queue (pause/unpause or delete). Users who have the Manage documents permission can manage all documents in the queue (pause, resume, delete, or rearrange the order). Users can only pause individual documents (or all documents) in the queue; they cannot pause the printer.
Print Server	<p>The print server is a software process that takes print jobs from the queue and sends them to the print device.</p> <ul style="list-style-type: none"> A single print server services all print queues and print devices. To edit the print server properties do the following in Windows 10: <ol style="list-style-type: none"> Select Start. Select Settings. Select Devices. Select Devices and Printers. Select Print Server Properties. Edit the print server properties to: <ul style="list-style-type: none"> Add ports and modify the port for any printer Manage print drivers used on the system, including drivers required by network users Configure printing notifications Change the drive and directory used for all print queues (spooler location) on the system
Print Drivers	<p>Print drivers allow you to utilize the following configuration settings:</p>

	<ul style="list-style-type: none">▪ Duplex allows you to print on both sides of a sheet of paper.▪ Collate organizes and orders a document into separate sets.▪ Orientation allows you to change the orientation of the paper so you can print in both portrait and landscape.▪ Quality lets you modify the print quality of the text and images on the paper.
Print Spooling Service	<p>Windows printing is dependent upon the Print Spooling service. The Print Spooling service is a software process that captures print jobs from applications, places them in the print queue, and then sends each print job to the print device.</p> <ul style="list-style-type: none">▪ Use the Services snap-in to manage the Print Spooling service.▪ By default, the Print Spooling service is configured to start automatically each time the system starts.

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