The below user guide needs to be sent to user for PKL Site printer Mapping after the migration to Azure.

In order to migrate the Printing service into Azure, new Print server has been deployed in Azure and Printer queue created for Port Klang, PKL Site. Request you to go through the below steps to configure the new print queue on your Workstation as old print queue will be removed after the migration.

PKL Site users need to perform the below steps in order to use new print queue :-

Add new print queue
>   1. Start "Find Printers" (Start menu -> All programs -> Corporate shortcuts -> Find Printers)
>   2. Search for **specific Printer**
>   3. Double-click to connect or right click -> connect
>   4. Make sure the Server Name is selected as HCE-VPRN01

Delete old print queue after 1 week from your Laptop / Desktop
>   1. Go to Start menu -> Devices and printers
>   2. Right click on "**Old Printers**" and select "Remove Device"

Note : Please contact our DL (DL-CTSServerServices@cognizantog.com**) /** Pankaja.Kadam@cognizantog.com **/** nizamuddin.binnordin@cognizant.com **/** Mohamad.Sufi.Mohd.Basri@cognizantog.com **you are facing any issues with new print queue.**

Find Printers

File   Edit   View

Find: Printers   ▼   In: 🖳 no.enterdir.com

Printers | Features | Advanced

Name: [   ]

Location: [Malaysia/Port Klang   ]

Model: [   ]

Search results:

Name	Location	Model	Server Name
🖳 PKL-P00043	Malaysia/Port Klang	HP Universal Printing PCL 6	hce-vprn01.no.enterdir.com
🖳 PKL-P00035	Malaysia/	ersal Printing PCL 5 (v5.5.0)	hce-vprn01.no.enterdir.com
🖳 PKL-P00037	Malaysia/	ersal Printing PCL 5 (v5.5.0)	hce-vprn01.no.enterdir.com
🖳 PKL-P00040	Malaysia/	ersal Printing PCL 5 (v5.5.0)	hce-vprn01.no.enterdir.com
🖳 PKL-P00050	Malaysia/	gnJet T2530 PS HPGL2	hce-vprn01.no.enterdir.com
🖳 PKL-P00053	Malaysia/	er ZT410-203dpi ZPL	hce-vprn01.no.enterdir.com
🖳 PKL-P00052	Malaysia/	er ZT410-203dpi ZPL	hce-vprn01.no.enterdir.com
🖳 PKL-P00051	Malaysia/	er ZT410-203dpi ZPL	hce-vprn01.no.enterdir.com
🖳 PKL-P00054	Malaysia/Port Klang	HP Universal Printing PCL 6 (v6.8.0)	hce-vprn01.no.enterdir.com
🖳 PKL-P00049	Malaysia/Port Klang/Ad...	HP Universal Printing PCL 5 (v5.5.0)	hce-vprn01.no.enterdir.com
🖳 PKL-P00027	Malaysia/Port Klang/Ad...	HP Universal Printing PCL 5 (v5.5.0)	hce-vprn01.no.enterdir.com
🖳 PKL-P00028	Malaysia/Port Klang/Ad...	HP Universal Printing PCL 5 (v5.5.0)	hce-vprn01.no.enterdir.com
🖳 PKL-P00029	Malaysia/Port Klang/Ad...	HP Universal Printing PCL 5 (v5.5.0)	hce-vprn01.no.enterdir.com

Context menu:
Rename
Delete
Move...
Connect
Open
Properties

Install printer on this machine