Work from Home – Home Printer Setup

Introduction
This document can be used if a user needs to print from a home printer. This document walks user through the setup of the home printer. These are general instructions, specifics may vary.

Note: MCHS policy states that “staff may not attach non-MCHS printers to MCHS equipment.” This policy is temporarily suspended due to the influx of users working from home. Connecting to a local printer should ONLY be done if printing is ESSENTIAL to your job function.

How to Connect to a Local/Home Printer
If the user plans to work from home and printing is essential to their job function, the following information walks them through the setup of their home printer.

1. Place the printer near the computer.
2. Turn on home printer.
3. Turn on computer, log in, and unlock.
4. Plug printer cable into printer, and the USB end into workstation.
   Note: USB connectivity to workstation is required. The picture to the right is an example of USB.
5. Click Start, click Settings.
6. Click Devices.
7. Click Printers & Scanners.
   NOTE: If the printer’s name is not found here users will need to call the HelpLine to add the printer.
Troubleshooting

- Printing items from Cattails applications that require a PUP printer will be unavailable. (Provider Schedule, Lab labels)
- If users are connecting via a VDI on a non-MCHS device print as normal. However, printing in most Cattails applications will be unavailable.
- If the printer doesn’t have a USB cable link and can only be connected wirelessly, it will **not** be able to be utilized.

Online Resources
Online resources are available: IS Learning Library

HelpLine Staff
Help is available through HelpLine, 715-389-3456 or extension 9-3456.