Managing Printer Settings and Functions

Where do you go to add or remove a printer? The control panel does that and more. This document does not cover all the functions but does discuss the following (see Appendixes):

A. Setting the printer default.

B. Checking the printer queue and removing a print job from the queue.

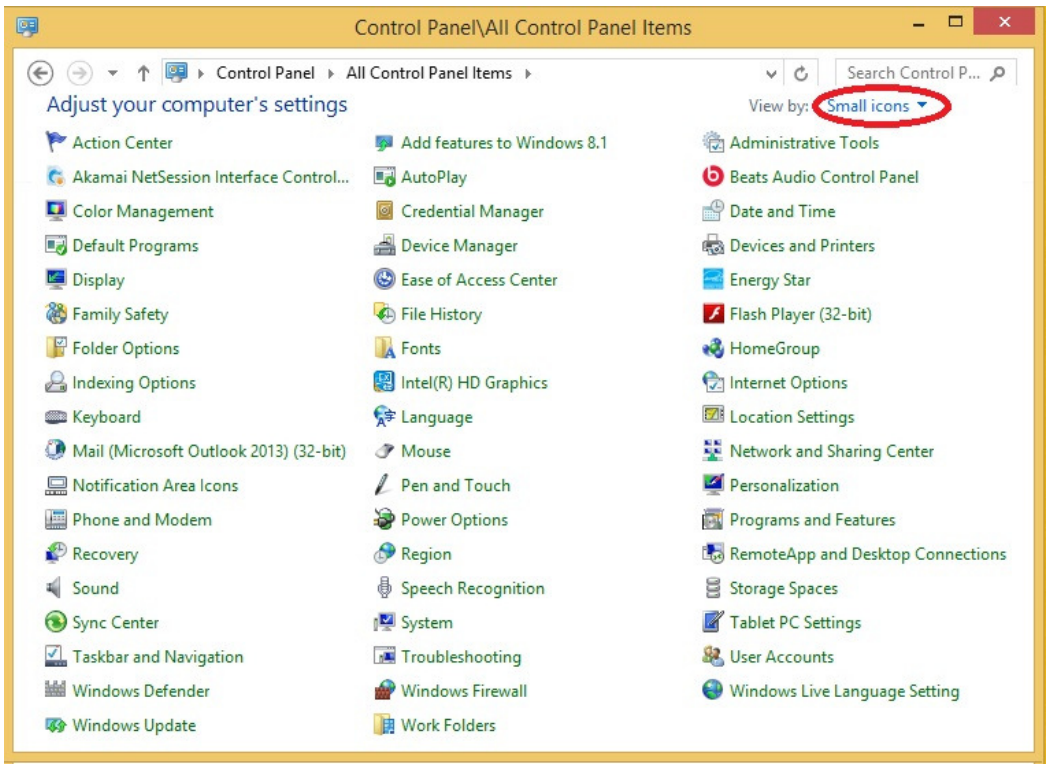
C. Testing the printer.

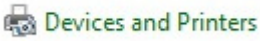
D. Adding and removing printers from your PC.

E. Setting certain features of the printer as the default used by programs.

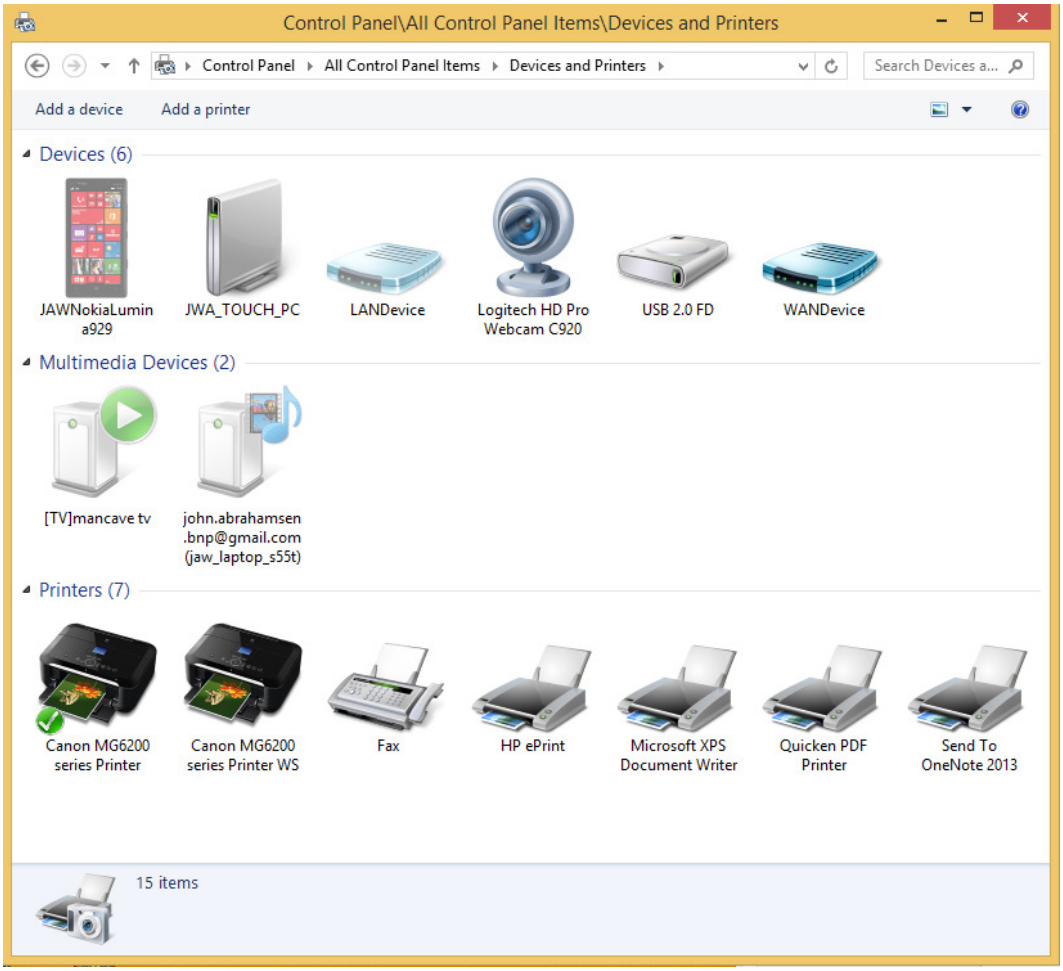
To start

Launch the Control Panel:



Click on: 

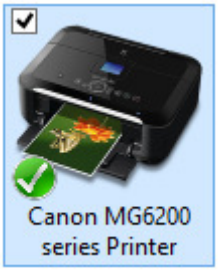
This will display the Devices and Printers window as follows:



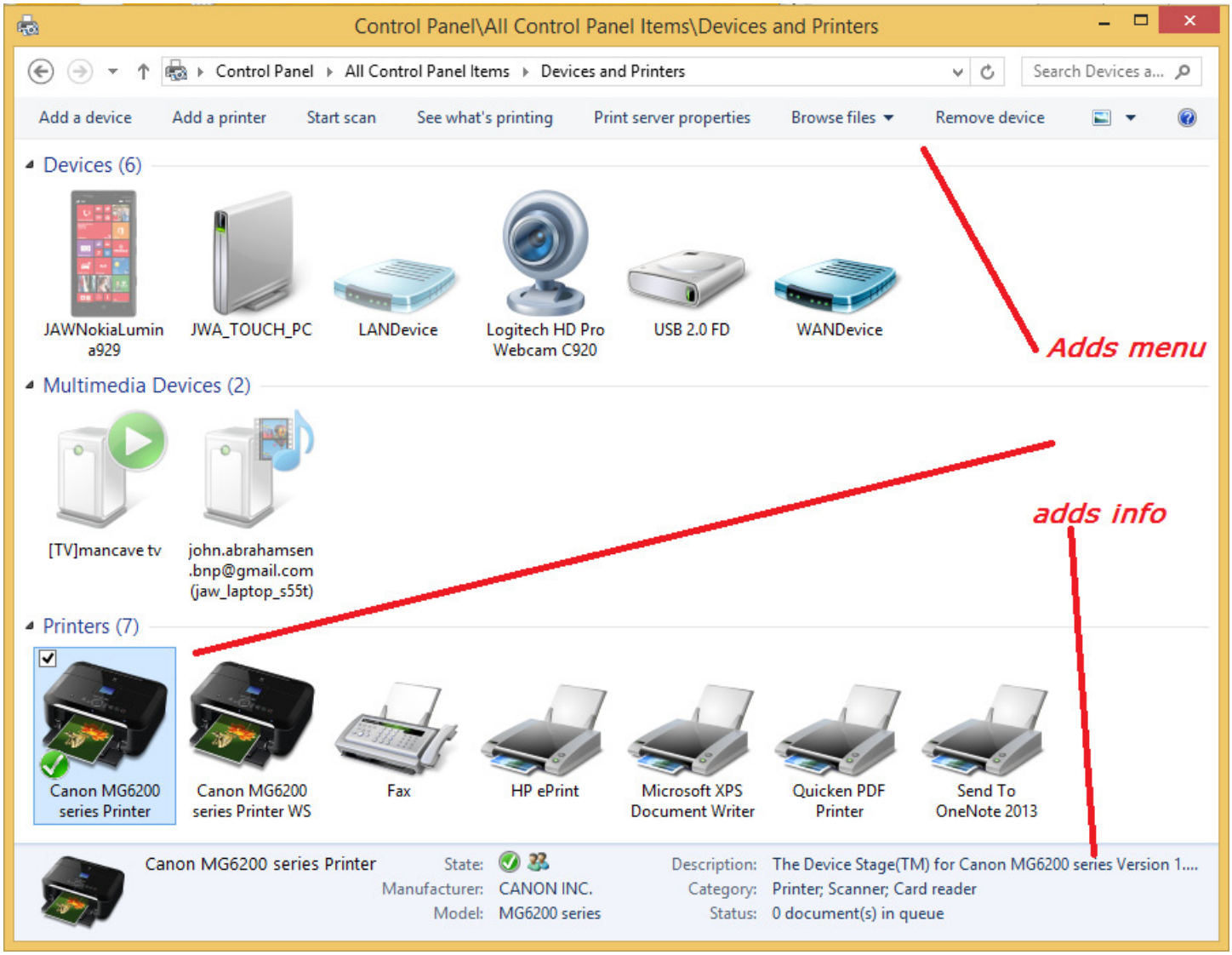
This shows that (7) Printers are attached. Note that Windows will show both physical and logical printers. By looking at the description we see that the Canon MG6200 (which is my printer) has a green check on it. This indicates that this is the default printer.

One common printer issue is that you try to print something and nothing happens. There are times when an internet page or some action has set your default to one of the logical printers. So the print request went there. You are not aware that you would need to look there for your printed pages. By using the control panel to move the default back to your printer you would remedy that situation.

To access the functions click on this picture to highlight the printer as shown (note check in upper left corner) :

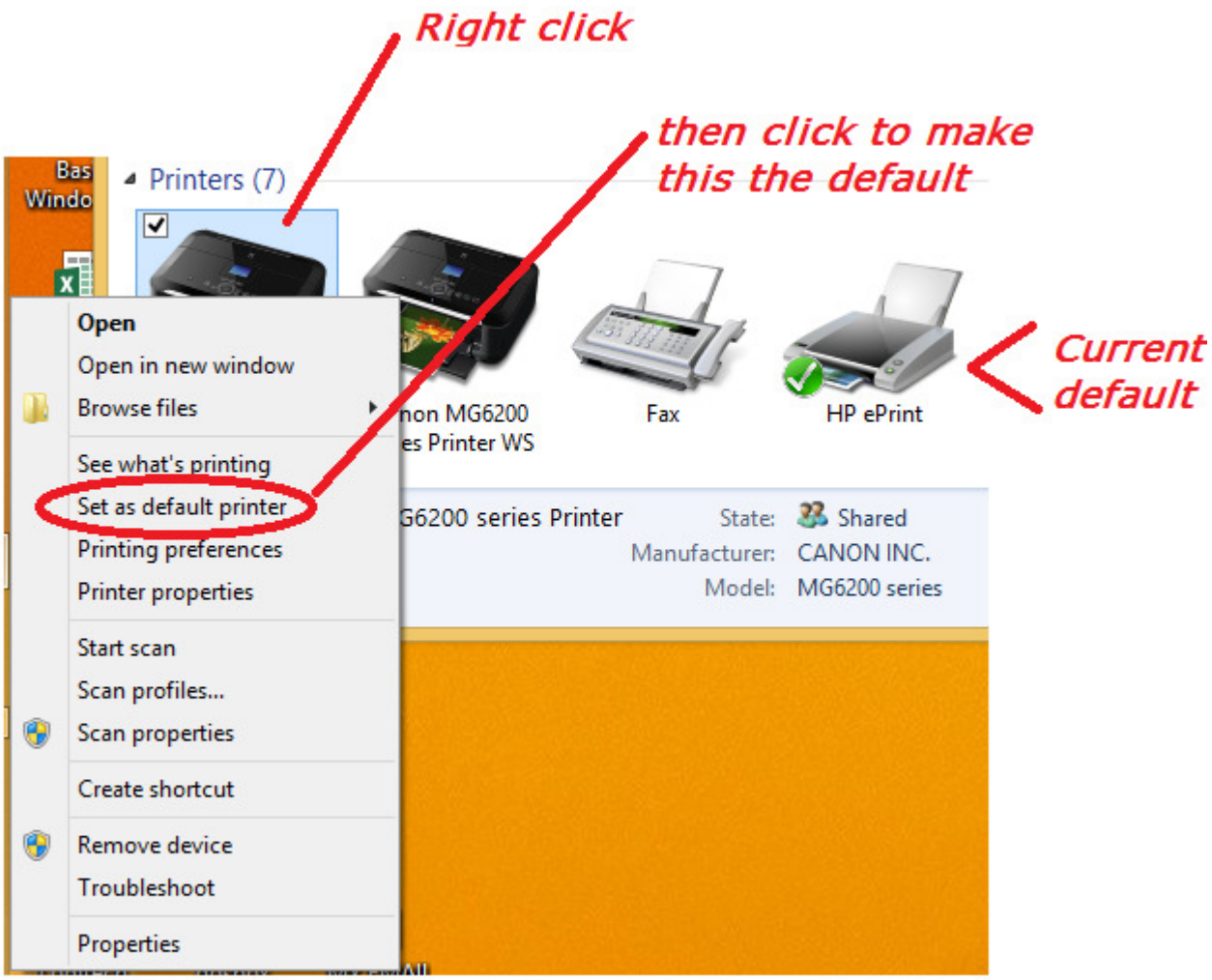


This will add a menu to the top of the window as shown below:

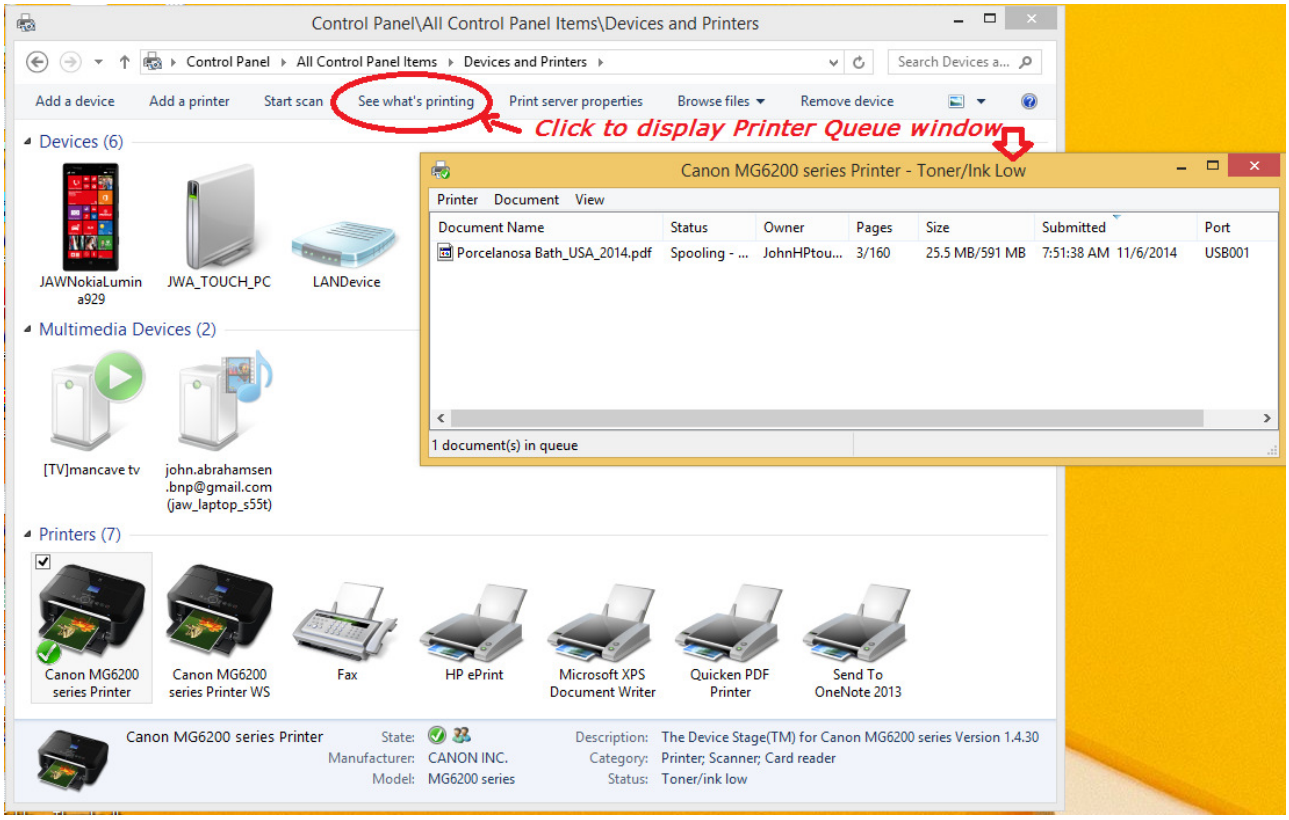


The discussions on each feature will start from this point to avoid repetitive documentation.

Appendix A. Setting the printer default



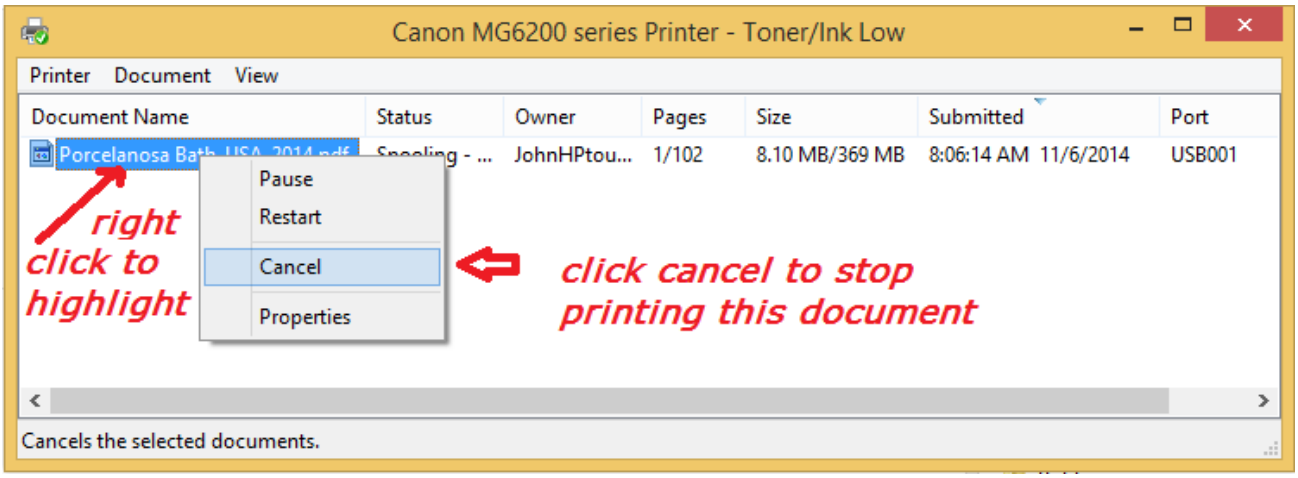
Appendix B. Checking the printer queue



Since you are able to request documents to print and the printer may not be able to print that fast, Windows places these requests in a queue. See what's printing will open that printer queue window.

I printed 160 pages (see above) to demonstrate this. A 1 page document would be done before I could open the queue. So I use the cancel function to stop it before it actually printed all 160 pages.

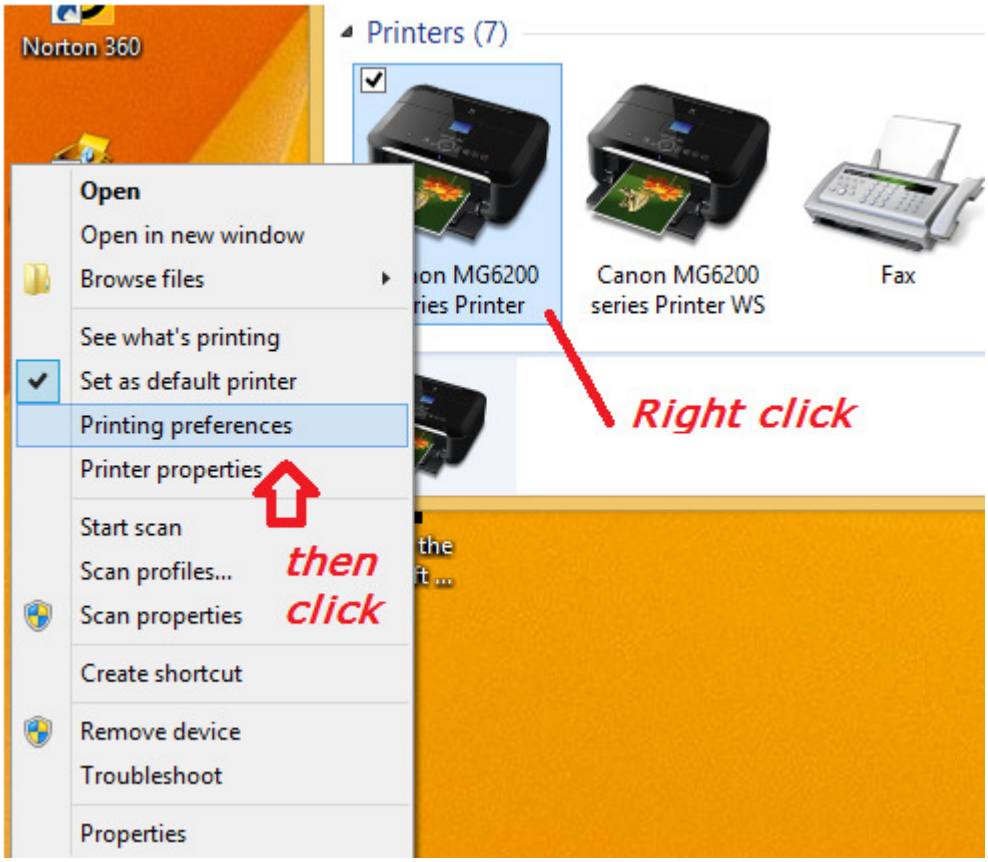
To do this:



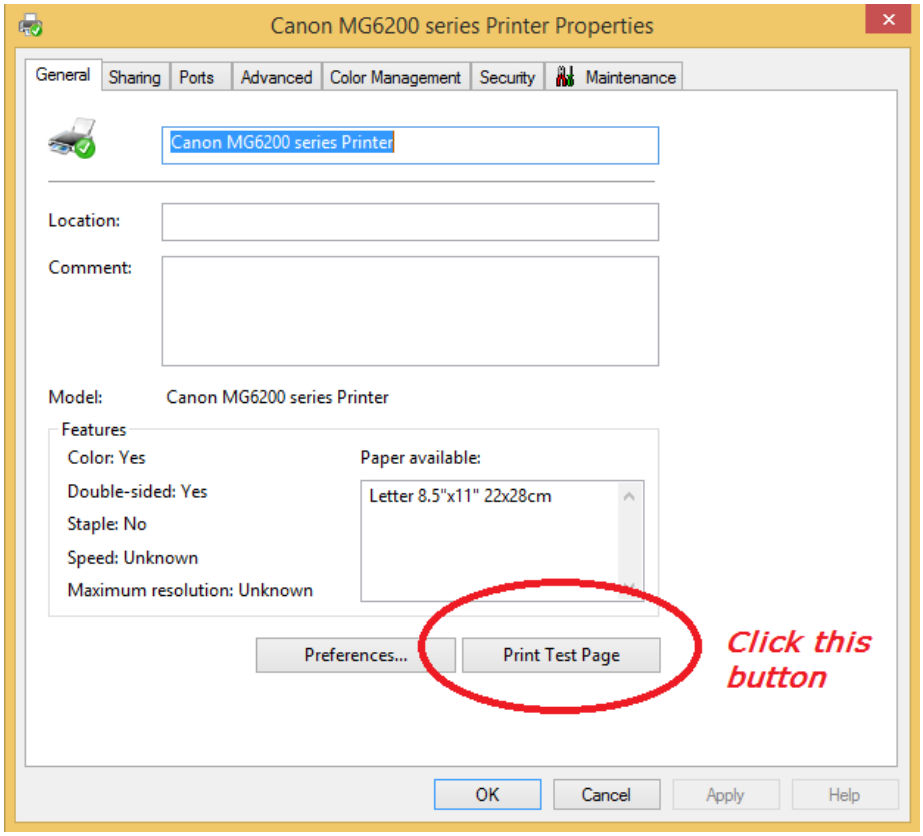
Note that the right click menu also permits you to pause and restart the printing. Sometimes if a document is stalled in the middle of printing the restart can be used to resume printing.

Appendix C. Testing the printer

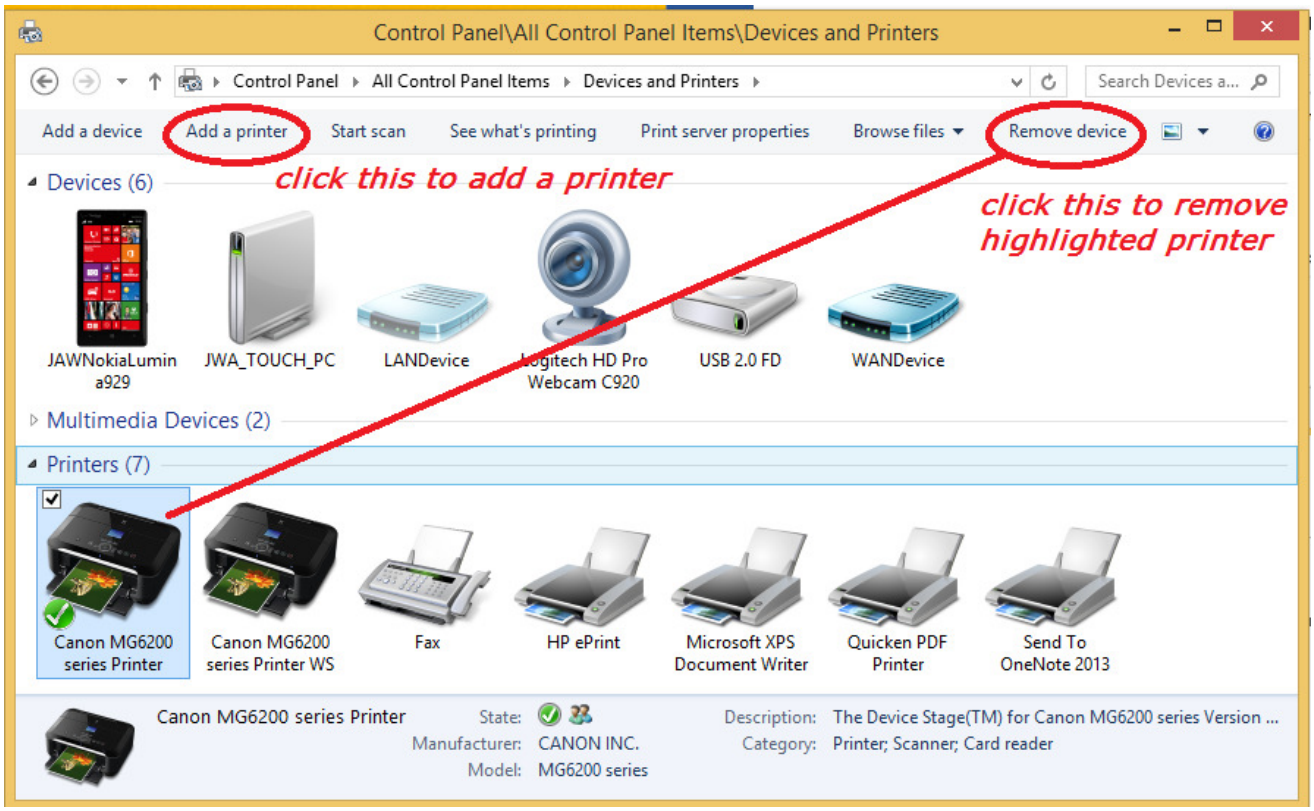
To start



This should display the Printer Properties window:

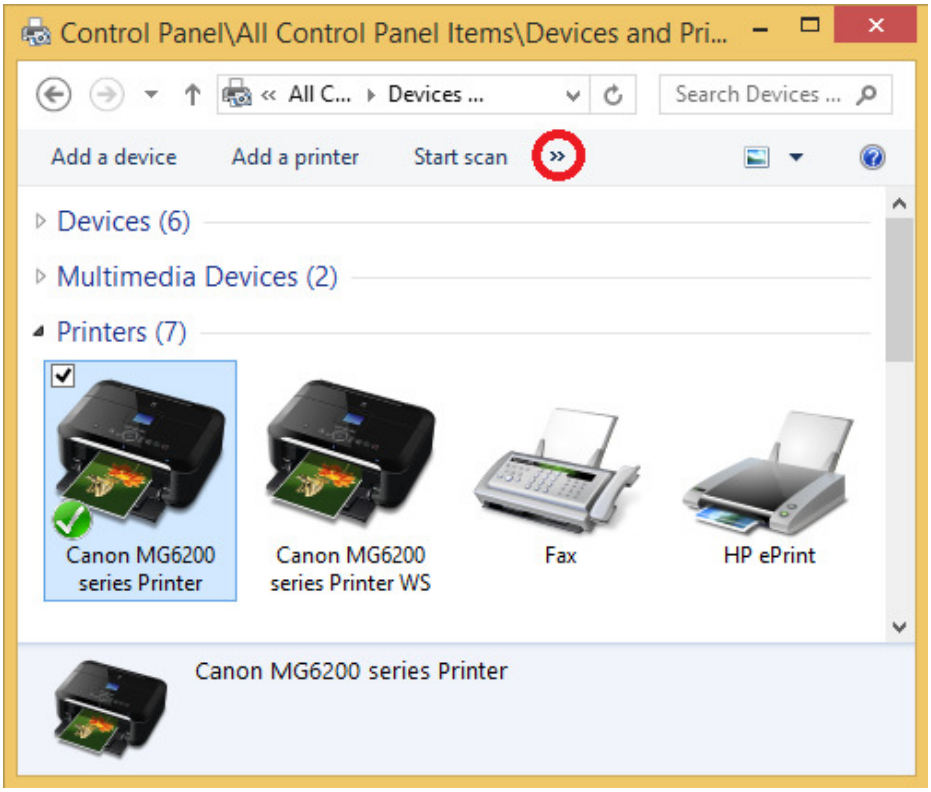


Appendix D. Adding and removing printers



Then follow the instructions which Windows will guide you through.

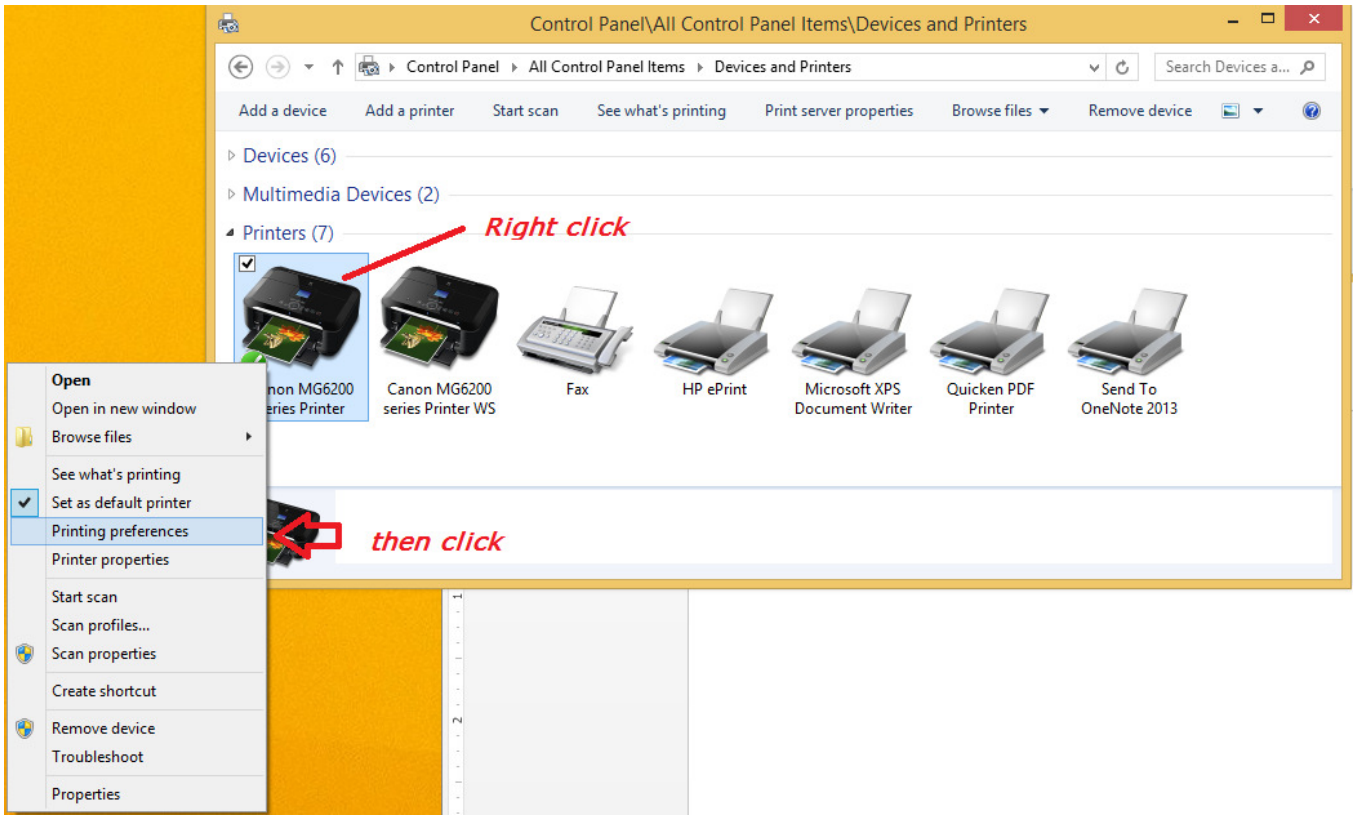
Note: Not seeing everything? Your window maybe too small. As shown below the >> indicates that more menu items can be accessed by clicking the >>. Or you can make the window bigger.

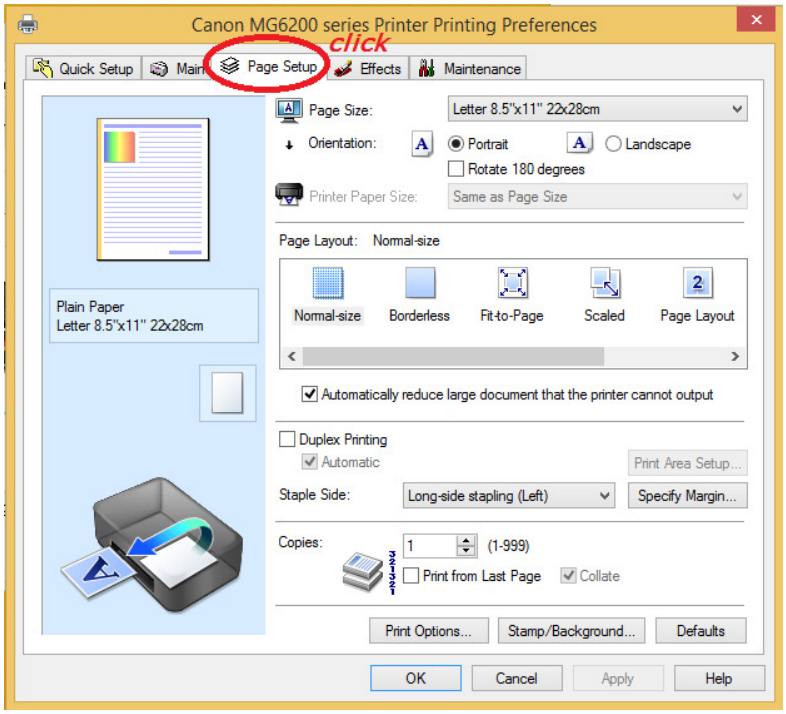


Appendix E. Setting features as default

To start

Right click on the printer then click Printing preferences.



There are many things to explore and learn about. Each time you print something a similar window may appear. That is so you can change the setup for that print job only. Use the control panel when a feature is to be the default for all printing requests.

This shows the user selecting Page Setup: