

New Print Servers Neutron and Proton and decommission of Canoe and Ski on 23 Aug 2022

New Print Servers

Print servers Neutron and Proton are replacing the previous servers Canoe and Ski.

Canoe and Ski are planned for decommission on Tuesday 23 August.

Please delete any connections pointing to Canoe or Ski as early as possible.

Abbreviations of Printer Name

The abbreviation of the printer names appears as MFM411 or MFT111 where:

- MF = Multi-Function
- M or T or V = Montbrilliant or Tower or Varembe
- 411 = number of the closest office

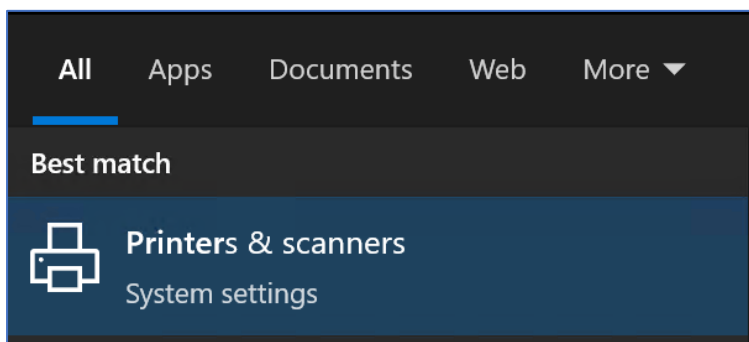
For older Hewlett Packard printers, the name begins with HP followed by the Building and Office number abbreviations – e.g. HPM320

Do I Need To Do Anything?

- 1) Check your preferred printer(s) are connected to either Neutron or Proton, and if not already done, connect your preferred printer(s) on the new print server
- 2) Check and set a default printer
- 3) Delete any connections to printers on Canoe or Ski

1) Check preferred printer and connect to network printer on either Neutron or Proton

Open **Printers & Scanners** and review existing connections

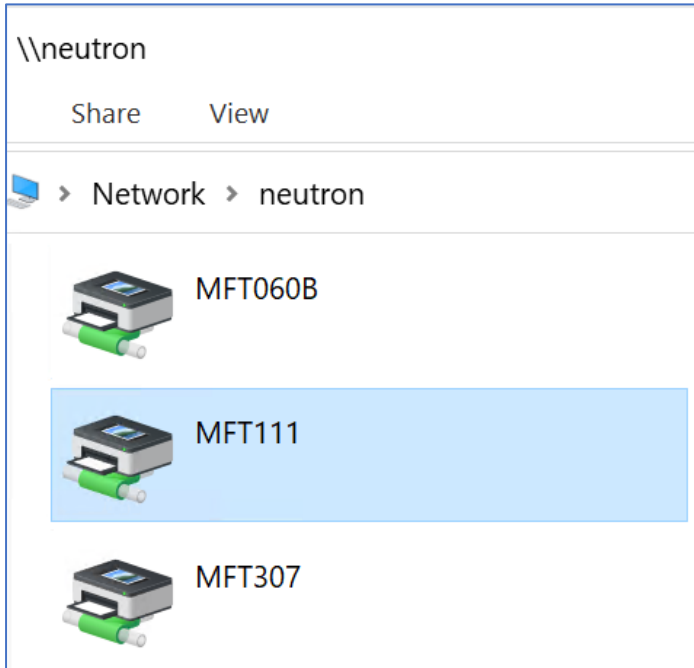


To connect to your preferred printer(s):

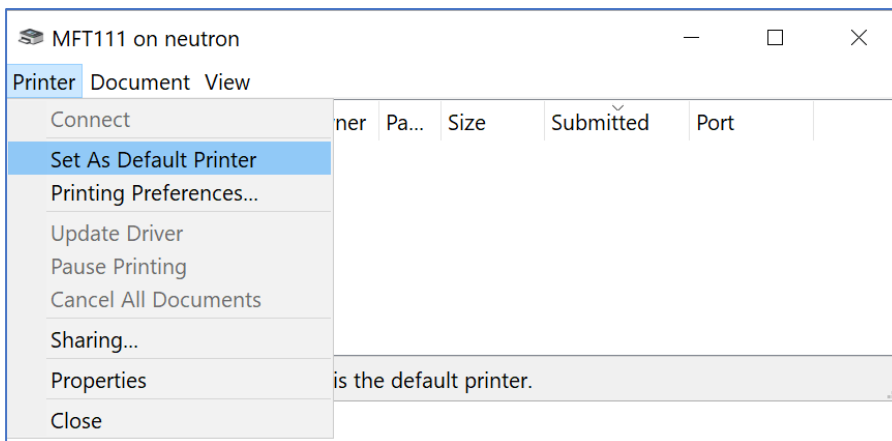
- a) Open either [\\Neutron](#) or [\\Proton](#) from Windows



- b) Scroll down to find the printer(s) which are located closest to your office and then double-click



2) Set a printer on either Neutron or Proton as the default printer



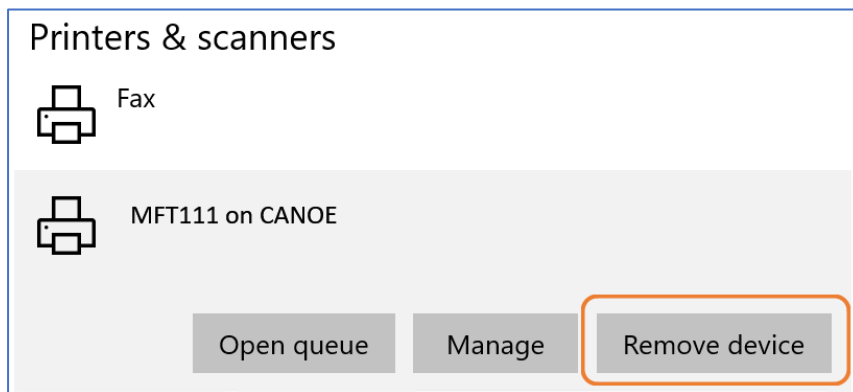
When printing confidential document on the MF printers, it is recommended to add a PIN code

Related information:

[How to change the default pin code to print document?](#)

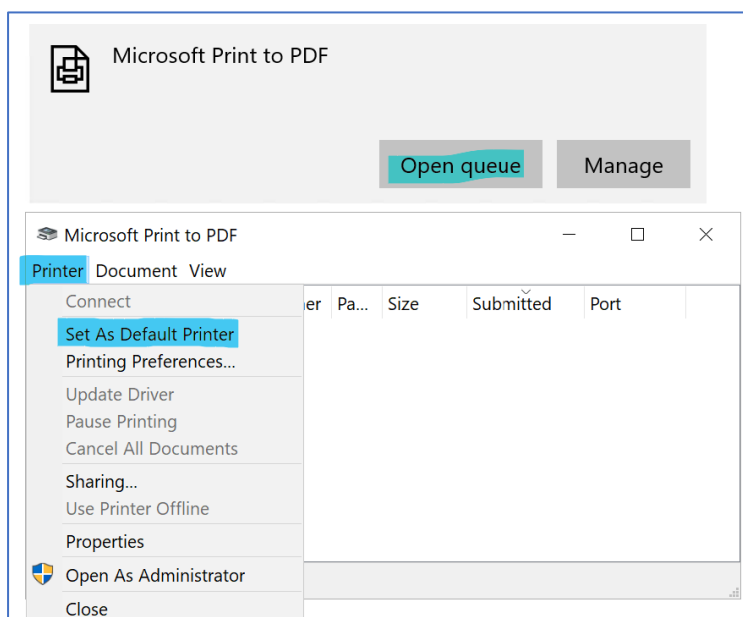
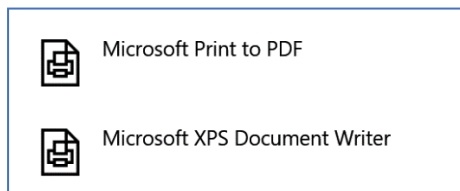
[How to use pin code to print document?](#)

3) Delete all printers on Canoe or Ski



If on travel or moving about a lot

In this case, it may be prudent to set a virtual printer as the default. Set the default to either **Microsoft Print to PDF** or **Microsoft XPS Document Writer**



Printers during ITU Events and Conferences

IS Department sets up specific print servers when ITU events and conferences are taking place in external venues. IT information is provided in due time and onsite by Conference Logistics team.