How to check if the Big Color Printer is set to the correct port.

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1.Right click on the start button.

## 2. Select Control Panel (This is a Left Click).





3. In the Control Panel select view devices and printers (Left Click).

4. Once you see the printers you want to select the (Saved Settings) printer with a right click, this will bring up another menu where you can select printer properties.

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5. Once the printer properties come up you will select the port tab with a left click, and you will make sure that a tcpip port is selected, in most cases this should be named beck color if your at Beckemeyer

## and coff color if you are in Coffeen.

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In most cases this should not change but it is possible for Windows to see it and change it on it's own to a WSD port which will cause you issues and the printer to appear in error or offline. (Make sure that normally you **DO NOT CHANGE THE PORT, it is only** it is only necessary if it isn't on the port marked beck or coff color. This is a basic way to check to see if your port has been switched and is the cause of you not being able to print.