



# Set printer destinations



## Overview

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### Set up printers for receipts, invoices and student summaries

If you are working with student's payments, you very likely will have to generate receipts.

When you access student accounts forms for the first time during any session, you will be presented with the form TOADEST. This form lets you set up printer destinations for student accounts documents.

Follow the following procedure to indicate to Banner where to print documents.



## Set up a printer

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- Process**
- Access the form TOADEST
  - Enter the printer name

- Procedure**
- 1 Access the form TOADEST
    - **Access the form directly**
      - a Enter the form in the Go To... field in Banner
      - b Press <Enter>
    - **To Access the form through one of the Student Account form (TSADETL, TSAACCT or TSAAREV):** When opening one of the Student Account form for the first time in a Banner session, **TOADEST** will open automatically.
  - 2 Enter the printer name
    - a Decide if you will need to print Receipts, Invoices **and or** Student Summaries during you Banner Session.
    - b Enter the Banner name of your printer in the appropriate field in the form.

You can select your printer from a list by clicking on the **Down Arrow**  button next to the appropriate field

If you are unsure of what type of document you will need to print during your Banner session, enter your printer name in all 3 fields.

If you are unsure of which printer to use, you may ask your supervisor, a coworker or contact the ICS Help Desk (Contact information located at: <http://www.mcgill.ca/ics/>).
    - c When closing the form the printer settings will be saved automatically and will be valid for the duration of your Banner session.