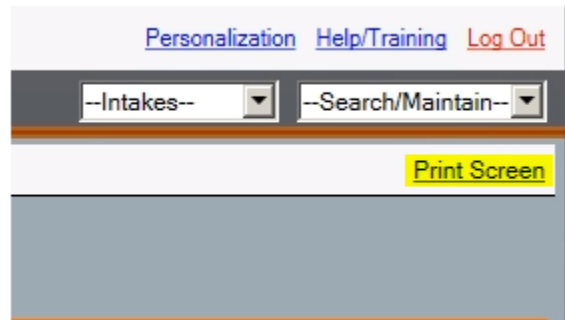


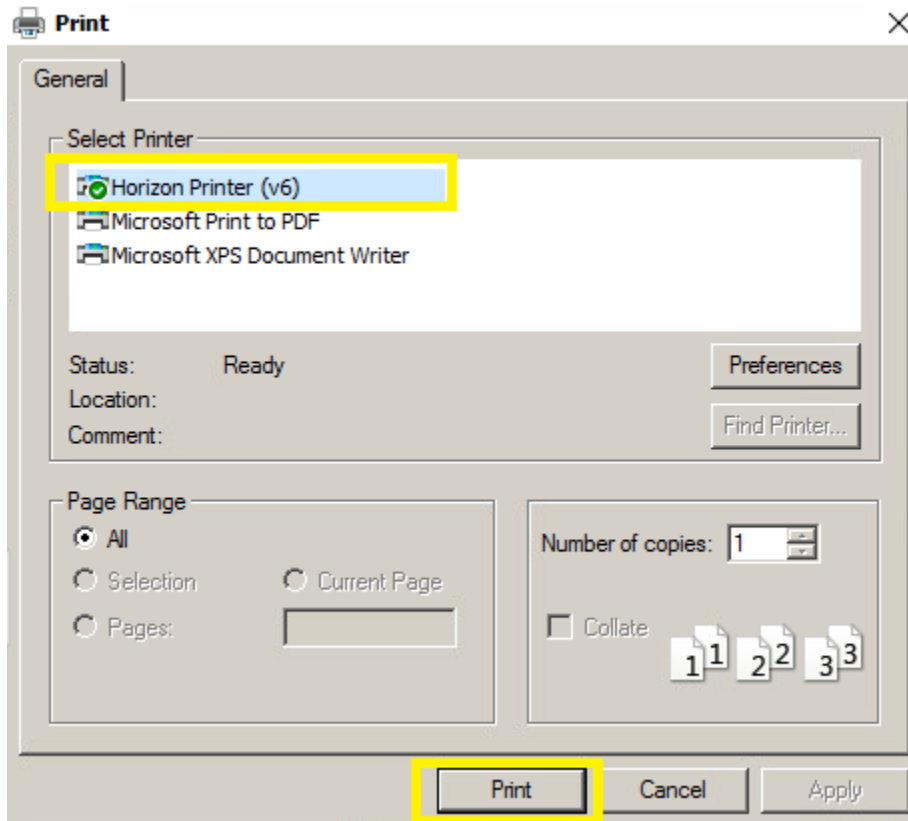
Using Integrated Printing via the CONNECTIONS URL Access

Below are the steps to print while connected to CONNECTIONS VDI over the HTML5 client (via **Chrome Browser**):

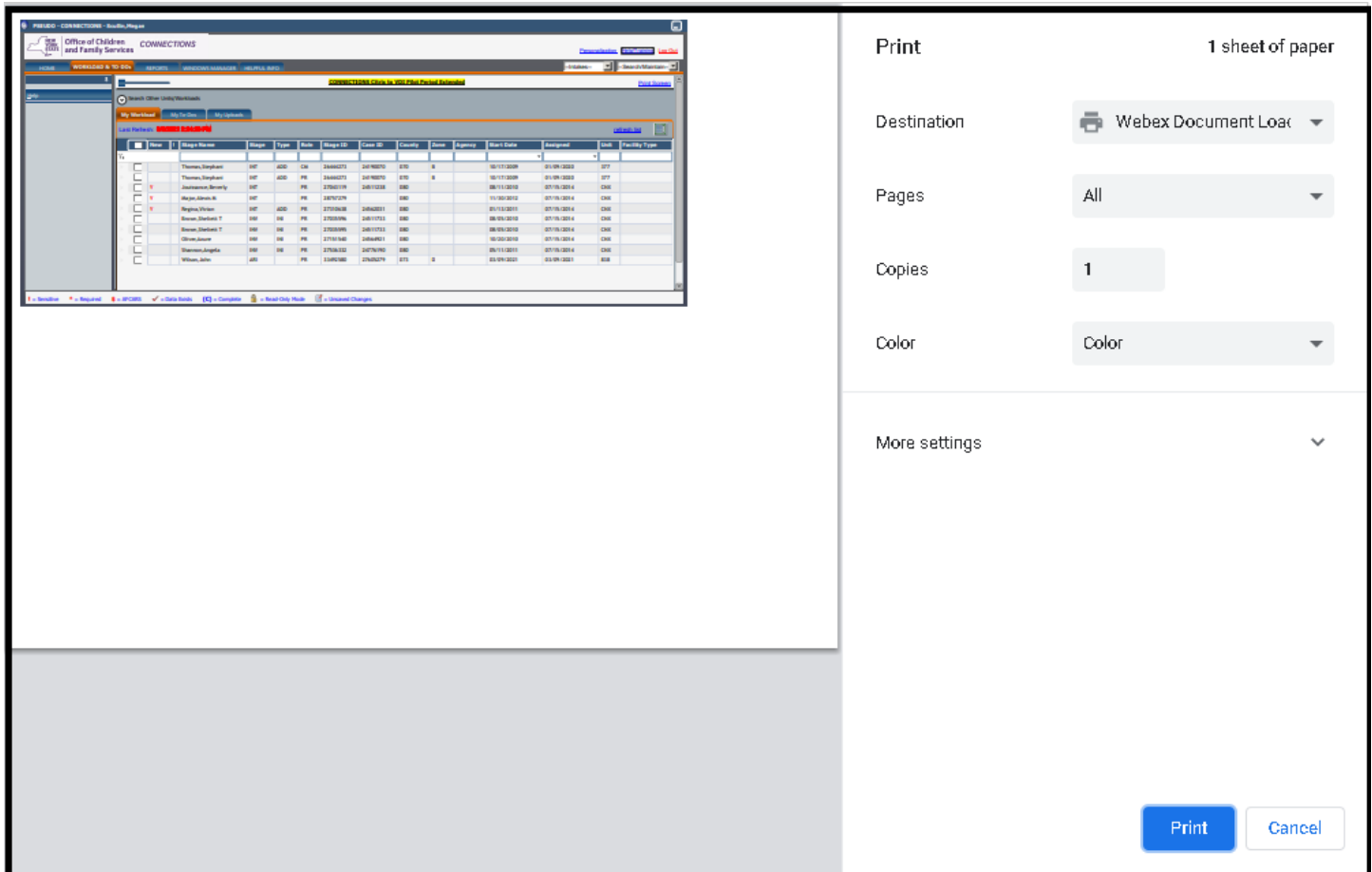
1. When in the report or screen you want to print from CONNECTIONS, click the Print button. For this example, Workload Print Screen is being shown, but the same steps can be followed for printing reports via File > Print functionality.



2. When the Print Dialog box opens, select **Horizon Printer (v#)** and click **Print** (note that the number following the "v" [v6 in below example] will change).



- After you click Print, you will see a light blue box that says “Print Job is being Processed” (should quickly appear and then disappear) and then a new print dialog will open on your PC.



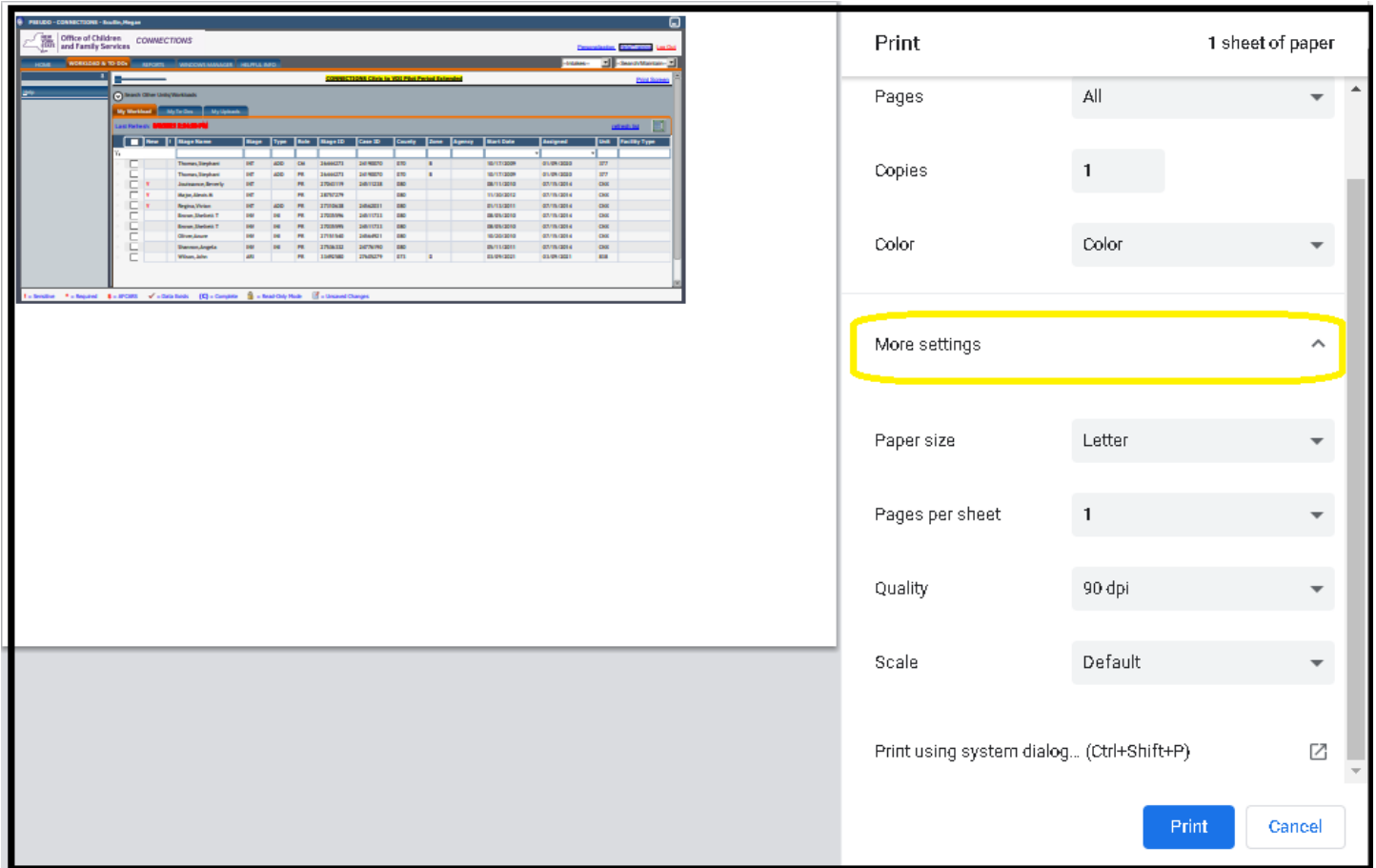
The screenshot displays a web application window titled "CONNECTIONS" from the "Office of Children and Family Services". The main area contains a table with columns: Name, Range, Type, Date, Range ID, Case ID, County, Court, Agency, Start Date, End Date, and Facility Type. The table lists several entries for "Thomas, Stephanie" and "Regina, Wilson".

Overlaid on the right side of the screenshot is a print dialog box. The dialog is titled "Print" and shows "1 sheet of paper". It includes the following settings:

- Destination:** Webex Document Load (dropdown menu)
- Pages:** All (dropdown menu)
- Copies:** 1 (input field)
- Color:** Color (dropdown menu)
- More settings:** (dropdown arrow)

At the bottom right of the print dialog, there are two buttons: "Print" (highlighted in blue) and "Cancel".

- You can either click “Print” from this window, if the selected printer and settings are appropriate (note these will be your default printing settings, and cannot be changed from this window), OR, you can choose more printing options by selecting the “More settings” dropdown from this window.



The screenshot shows a software window with a data table on the left and a print settings panel on the right. The data table has columns for Name, Range, Type, Date, Range ID, Case ID, County, Area, Agency, Start Date, Assigned, and Facility Type. The print settings panel includes the following options:

- Print: 1 sheet of paper
- Pages: All
- Copies: 1
- Color: Color
- More settings (highlighted with a yellow box)
- Paper size: Letter
- Pages per sheet: 1
- Quality: 90 dpi
- Scale: Default
- Print using system dialog... (Ctrl+Shift+P)
- Buttons: Print, Cancel

*Note, if you are doing a screen print that appears very small (as in the above example), in this window, you can change the **Scale** from "Default" to "Custom" and then select "120," to increase the size of the screen print.

- From here, you can **select "Print using system dialog...(Ctrl+Shift+P)"** and your local system Print Dialog will open, where additional print customization options (like selecting a different mapped printer) will be available.

Print 1 sheet of paper

Pages: All

Copies: 1

Color: Color

More settings

Paper size: Letter

Pages per sheet: 1

Quality: 90 dpi

Scale: Default

Print using system dialog... (Ctrl+Shift+P)

Print Cancel

Print

General

Select Printer

- 3C8313S07 on hocfs52wash3 Fax
- 3C8313S08 on hocfs52wash3 Fax (redirected 2)
- CutePDF Writer
- HP LaserJet 4250 PCL6

Status: Ready Preferences

Location: 3C8313S07 Find Printer...

Comment: 3C8313S07 - 172.16.209.209 - HP LaserJet 43i

Page Range

All

Selection Current Page

Pages:

Number of copies: 1

Print Cancel Apply