Local (Network) Printer Installation with Windows XP Products

This document will provide the steps required to connect your Windows XP computer to networked printer that is not being "shared" from another computer or server. This will provide you with a direct connection to the printer over the School's network. Before you begin, make sure that you have the IP address of the printer to which you are trying to print, and that you have the necessary software drivers (Windows XP has many drivers already included, but check with your Technology Staff to make sure.) And keep in mind that, since your print jobs will not be queued by another computer or server, that your print jobs may be delayed or rejected if the printer is busy with other print jobs.

1. To add a printer to the system, you need to get to the Control Panel. You can either double click on 'My Computer' or go to the Start Menu to reach the Control Panel. Then, double click on the "Printers and Faxes" icon in the Control Panel. You will see a screen like the following, then double click on the "Add Printer" icon:



2. The 'Add Printer Wizard' will launch. Click Next to Proceed:

Add Printer Wizard							
	Welcome to the Add Printer Wizard						
	This wizard helps you install a printer or make printer connections.						
	If you have a Plug and Play printer that connects through a USB port (or any other hot pluggable port, such as IEEE 1394, infrared, and so on), you do not need to use this wizard. Click Cancel to close the wizard, and then plug the printer's cable into your computer or point the printer toward your computer's infrared port, and tum the printer on. Windows will automatically install the printer for you. To continue, click Next.						
	< Back Cancel						

3. You need to choose "Local printer attached to this computer" (This might not seem correct, but it will make more sense in a few moments.) Remove the checkmark from "Automatically detect and install my Plug and Play printer" and then click "Next"

Add Printer Wizard
Local or Network Printer The wizard needs to know which type of printer to set up.
Select the option that describes the printer you want to use:
Local printer attached to this computer
Automatically detect and install my Plug and Play printer
O A network printer, or a printer attached to another computer
To set up a network printer that is not attached to a print server, use the "Local printer" option.
< <u>B</u> ack <u>N</u> ext > Cancel

4. You'll be prompted to give the type of port for the printer. In this case, we will create a new network based port. Choose "Create a new port" and then select the type "Standard TCP/IP Port". Choose Next when you're ready:

ld P Se	rinter Wizard elect a Printer Port Computers communicate	e with printers through ports.
	Select the port you want new port.	your printer to use. If the port is not listed, you can create a
	\bigcirc Use the following po	rt: LPT1: (Recommended Printer Port)
	Note: Most compute The connector for th	rs use the LPT1: port to communicate with a local printer. is port should look something like this:
		A A A A A A A A A A A A A A A A A A A
	• Create a new port:	
	Type of port:	Standard TCP/IP Port
		CutePDF Monitor
		Local Port Microsoft Document Imaging Writer Monitor
		Standard TCP/IP Port ancel

5. A second wizard will begin, called the "Add Standard TCP/IP Printer Port Wizard". Here you will need to know the IP address of the printer to which you are trying to print.

dd Standard TCP/IP Printer Port Wizard					
	Welcome to the Add Standard TCP/IP Printer Port Wizard				
	You use this wizard to add a port for a network printer.				
	Before continuing be sure that: 1. The device is turned on. 2. The network is connected and configured.				
	To continue, click Next.				
	< Back Cancel				

6. Type in the IP address of the printer. When you finish typing the IP address, the Wizard will provide a Port Name automatically. Make no changes there and use this automatic name. Click Next when ready:

Add Standard TCP/IP Printer Por	t Wizard	×
Add Port For which device do you want	to add a port?	
Enter the Printer Name or IP a	ddress, and a port name for the desired device.	
Printer Name or IP Address:	10.32.32.21	
<u>P</u> ort Name:	IP_10.32.32.21	
	< <u>B</u> ack <u>N</u> ext >	Cancel

7. If your computer is able to make a successful connection to the printer, then you will receive a screen similar to the following. It will usually tell what type or brand of printer with which you are communicating. Click Finish to end this Wizard and return to the Add Printer Wizard. (If you receive a message that the computer was unable to determine the card type, then back up, retype the IP address and try it again. If you still receive the error message, verify the IP address and verify that the printer is turned on and connected to the network.)

Add Standard TCP/IP Printer Port Wizard					
	Completing the Add Standard TCP/IP Printer Port Wizard You have selected a port with the following characteristics.				
	SNMP: Protocol: Device: Port Name: Adapter Type:	Yes RAW, Port 9100 10.32.32.21 IP_10.32.32.21 Lexmark Network Printer			
	To complete th	is wizard, click Finish.			
		< <u>B</u> ack Finish Cancel			

8. When you return to the 'Add Printer Wizard', you'll be asked to provide the correct software driver for the printer. Browse the list of Manufacturers and Models to find your printer. If it's not on the list, use the "Have Disk" choice to specify a CD-ROM or other location from which to pull the drivers. Click Next when you're ready:

Add Printer Wizard
Install Printer Software The manufacturer and model determine which printer software to use.
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.
Manufacturer Printers Agfa AGFA-AccuSet v52.3 Alps AGFA-AccuSet SF v52.3 Apollo AGFA-AccuSet SF v52.3 Apple AGFA-AccuSet 800 APS-PS AGFA-AccuSet 800SF v52.3 AST AGFA-AccuSet 900SE v2012 109
This driver is digitally signed. Windows Update Have Disk Tell me why driver signing is important Important Important
< <u>B</u> ack Cancel

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9. Next, you will need to provide a name for this printer. Use a descriptive name that will help you identify it from other printers that you may install later. Choose whether or not to make this printer the default printer (the default printer is the printer used when you choose to quick print documents from Microsoft Word or Excel, for example.) Click Next when you're ready:

Add Printer Wizard
Name Your Printer You must assign a name to this printer.
Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.
Printer name: Tech Services Printer
Do you want to use this printer as the default printer?
⊙ Yes
© N <u>o</u>
< <u>B</u> ack <u>N</u> ext > Cancel

10. Choose not to share the printer, and Click Next to proceed.

Add Printer Wizard							
Printer Sharing You can share this printer with other network users.	Þ						
If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.							
Do not share this printer							
O Share name:							
< <u>B</u> ack <u>N</u> ext > Cancel							

- Office of Technical Operations 440 North Broad Street Philadelphia PA 19130
 - 11. Here, you can choose to print a test page to the printer. It is recommended, both for testing the network connection and the driver compatibility. Click Next when you're ready to proceed:

Add Printer Wizard
Print Test Page To confirm that the printer is installed properly, you can print a test page.
Do you want to print a test page?
Yes
© N <u>o</u>
< <u>B</u> ack <u>N</u> ext > Cancel

12. When the Wizard has finished and sent the test page, you will be returned to the following screen. Click Finish to return to the Control Panel Printers and Faxes Applet.

Add Printer Wizard						
	Completing the Add Printer Wizard					
	You have suc You specified	cessfully completed the Add Printer Wizard. the following printer settings:				
	Name: Share name: Port: Model: Default: Test page:	Tech Services Printer <not shared=""> IP_10.32.32.21 Lexmark T644 Yes No</not>				
	To close this	wizard, click Finish.				
		< <u>B</u> ack Finish Cancel				

13. If the process was successful, you will see the new printer as an icon under the Printers and Faxes Applet.

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	Printer Tasks Add a printer Set up faxing	r g	*	CutePDF Printer	Dilbert on SDPPRT01	Microsoft Office Doc	Tech Services Printer		
	See Also		*						
	 Troubleshoot Get help with 	t printing n printing							
	Other Places		*						
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	Details		*						