## 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:
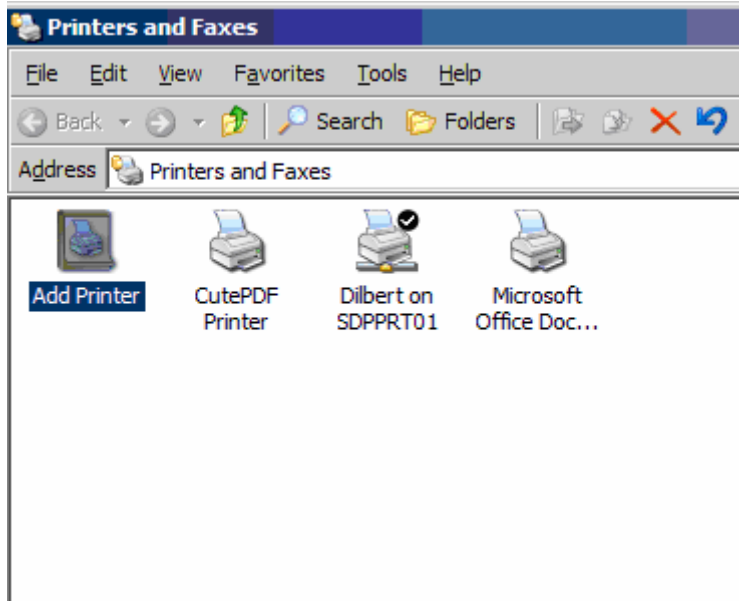

2. The 'Add Printer Wizard' will launch. Click Next to Proceed:

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"
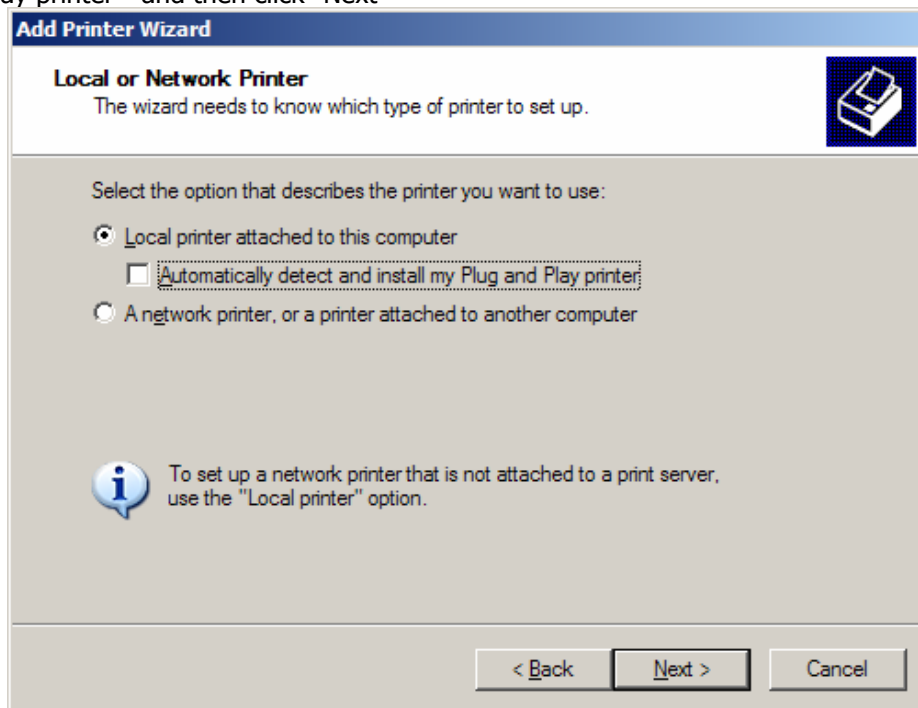

4. You'll be prompted to give the type of port for the printer. In this case, we will create a new network based port. Choose "Create a new port" and then select the type "Standard TCP/IP Port". Choose Next when you're ready:
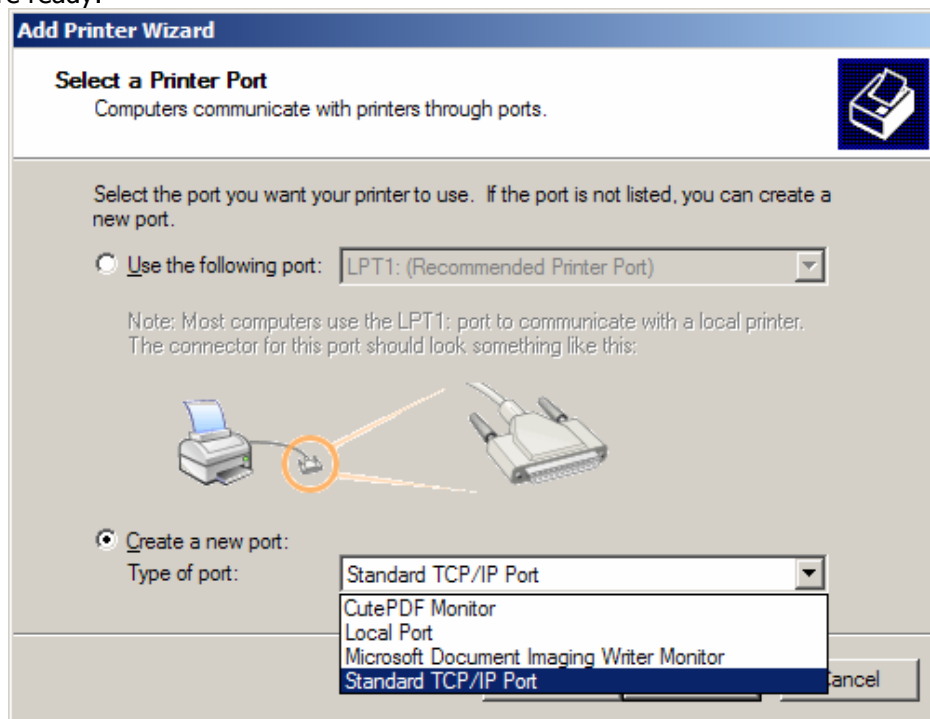
5. A second wizard will begin, called the "Add Standard TCP/IP Printer Port Wizard". Here you will need to know the IP address of the printer to which you are trying to print.
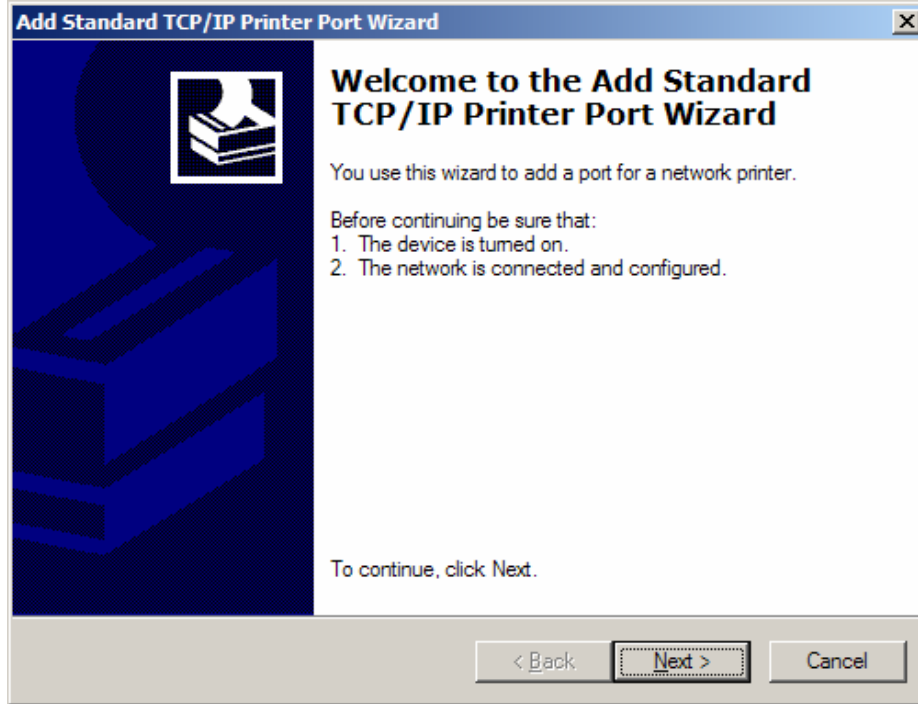

6. Type in the IP address of the printer. When you finish typing the IP address, the Wizard will provide a Port Name automatically. Make no changes there and use this automatic name. Click Next when ready:
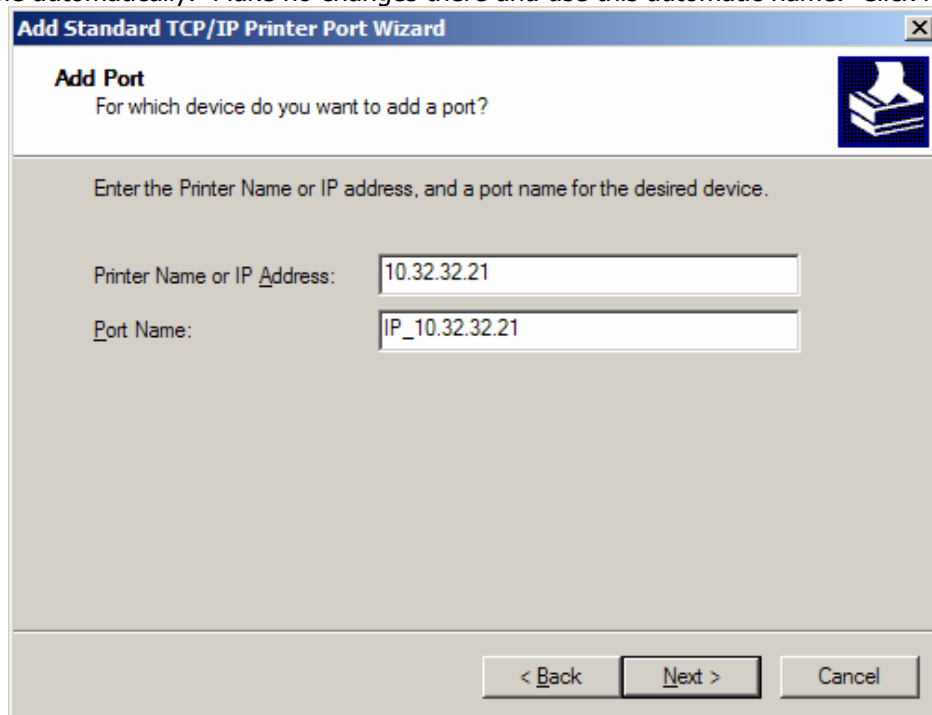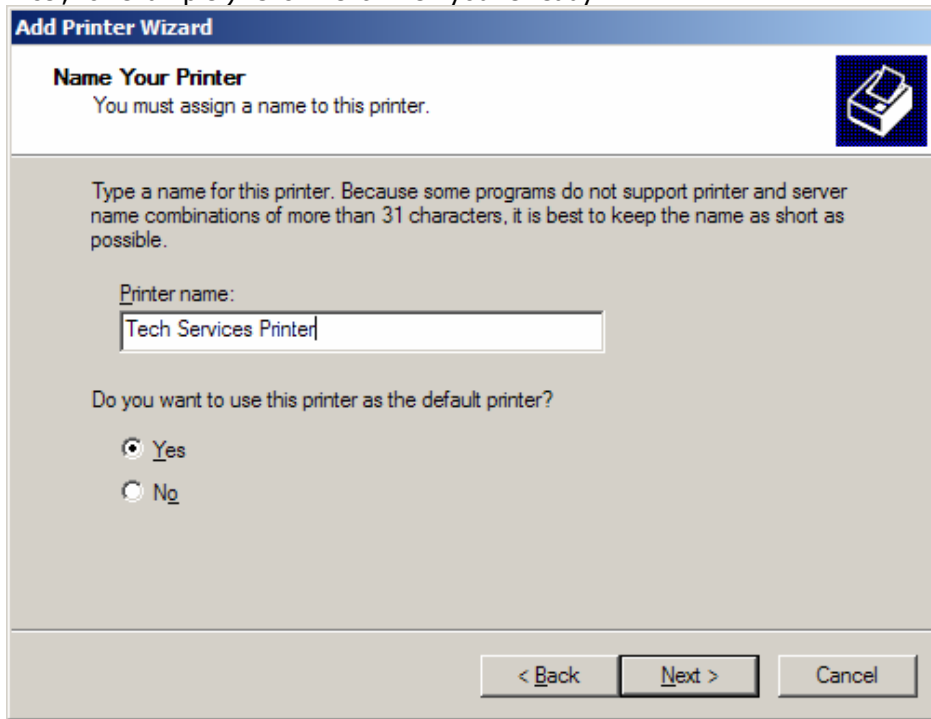
7. If your computer is able to make a successful connection to the printer, then you will receive a screen similar to the following. It will usually tell what type or brand of printer with which you are communicating. Click Finish to end this Wizard and return to the Add Printer Wizard. (If you receive 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.)
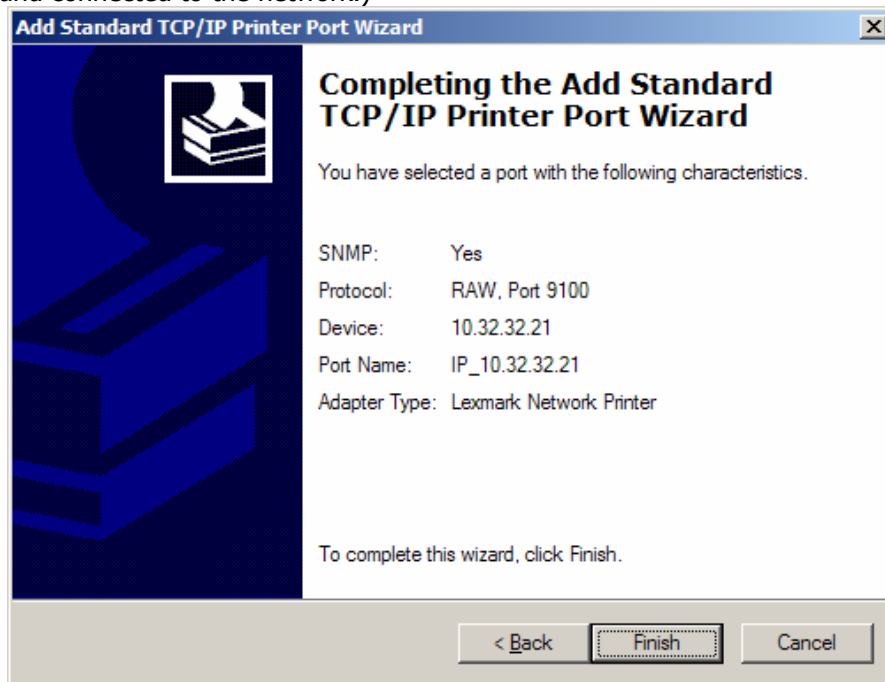
8. When you return to the 'Add Printer Wizard', you'll be asked to provide the correct software driver for the printer. Browse the list of Manufacturers and Models to find your printer. If it's not on the list, use the "Have Disk" choice to specify a CD-ROM or other location from which to pull the drivers. Click Next when you're ready:
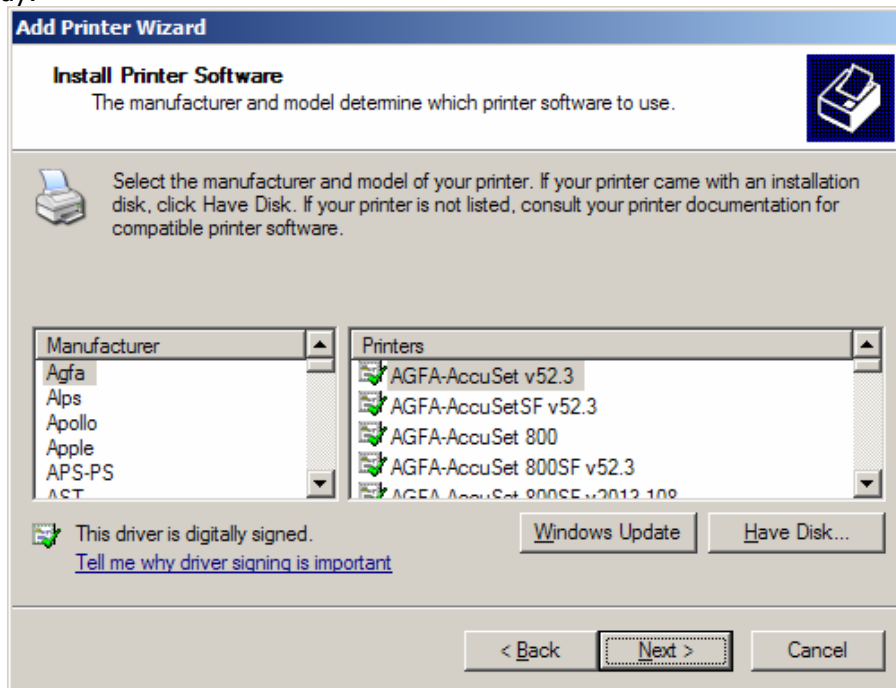
9. Next, you will need to provide a name for this printer. Use a descriptive name that will help you identify it from other printers that you may install later. Choose whether or not to make this printer the default printer (the default printer is the printer used when you choose to quick print documents from Microsoft Word or Excel, for example.) Click Next when you're ready:
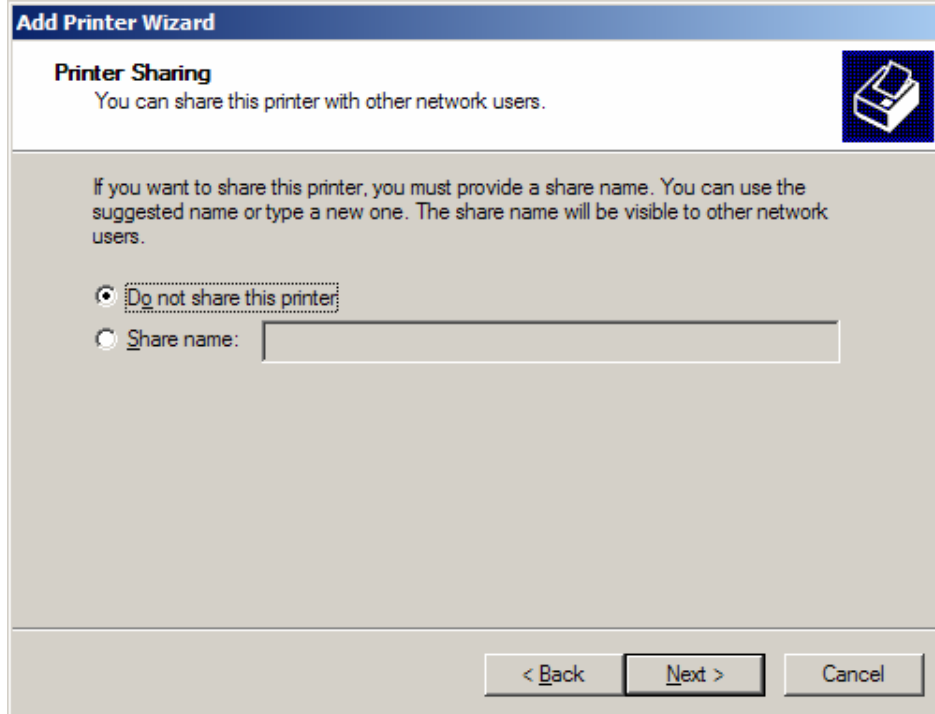
10. Choose not to share the printer, and Click Next to proceed.

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:
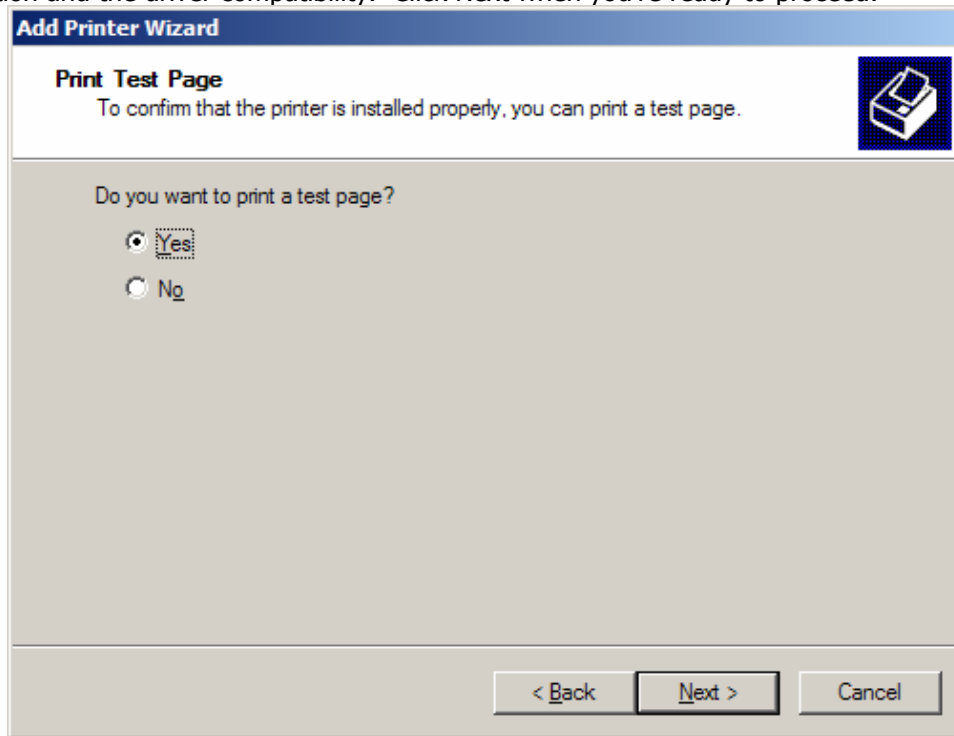
12. When the Wizard has finished and sent the test page, you will be returned to the following screen. Click Finish to return to the Control Panel Printers and Faxes Applet.
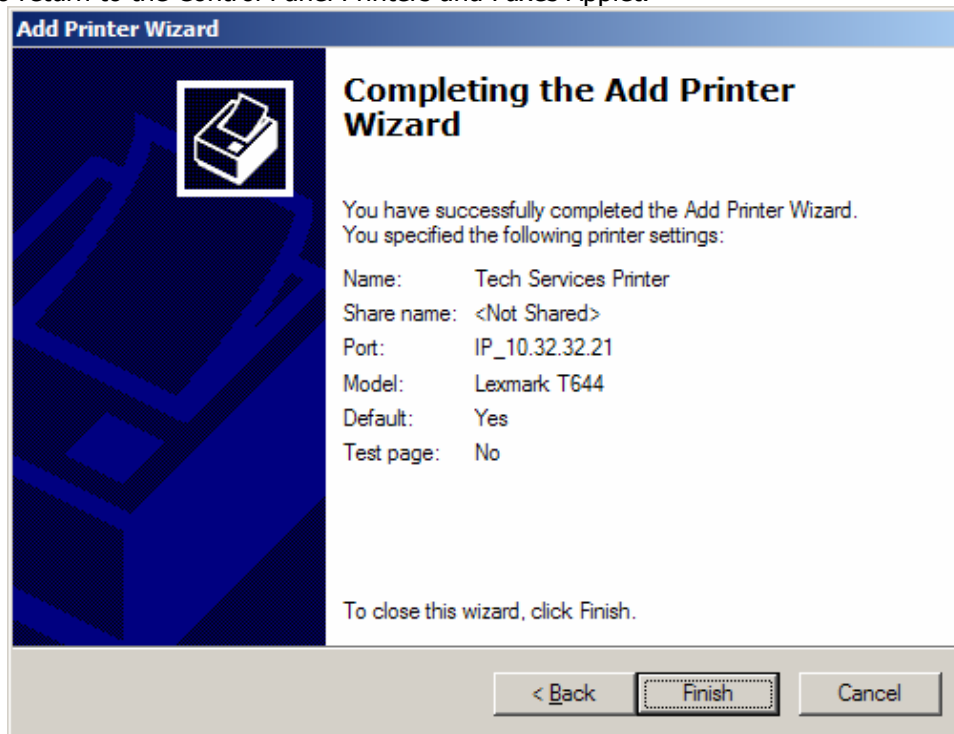
13. If the process was successful, you will see the new printer as an icon under the Printers and Faxes Applet.