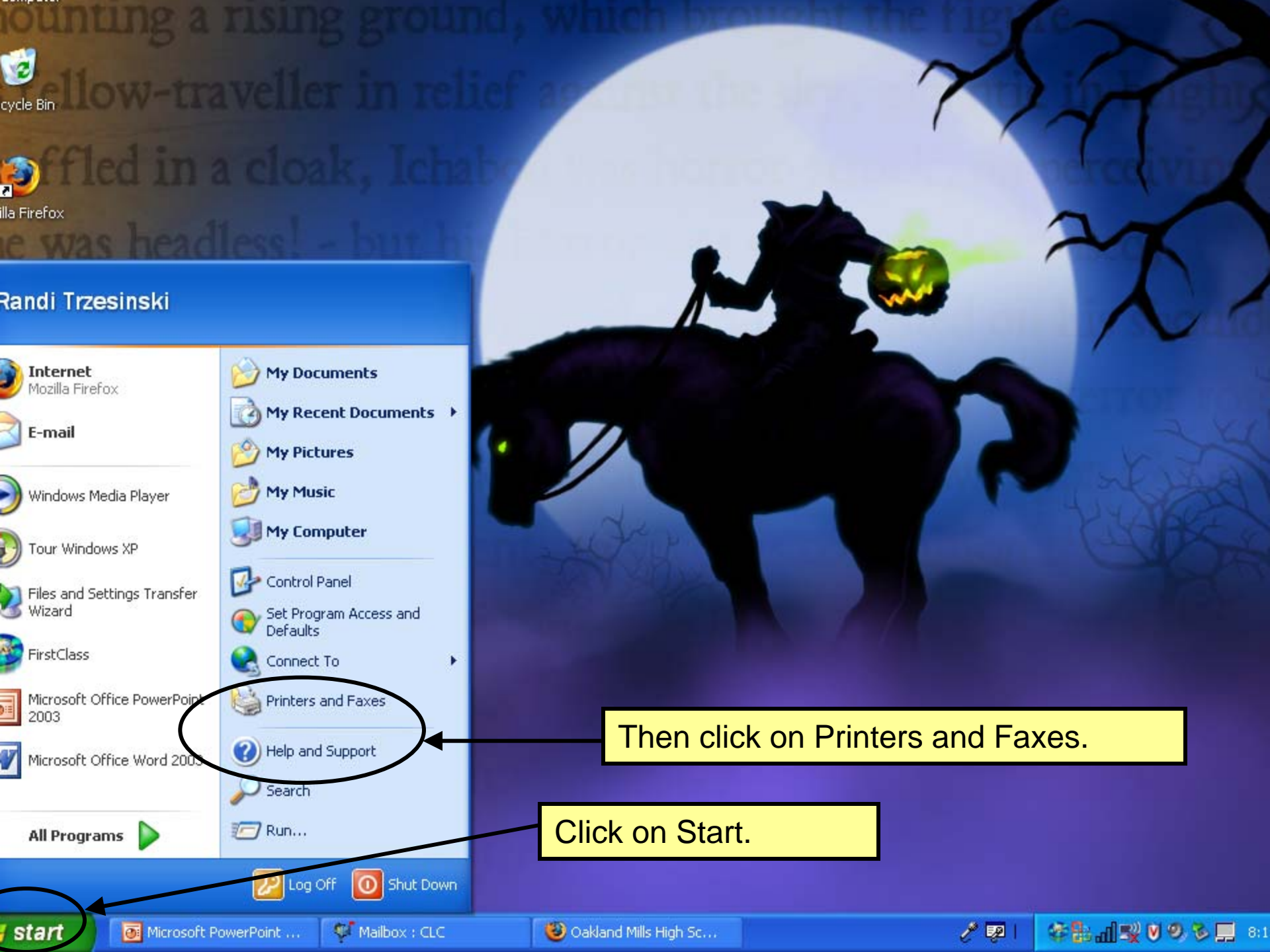


Need to add a printer?

**Here's how!**



Recycle Bin

Mozilla Firefox

Randi Trzesinski

- Internet  
Mozilla Firefox
- E-mail
- Windows Media Player
- Tour Windows XP
- Files and Settings Transfer Wizard
- FirstClass
- Microsoft Office PowerPoint 2003
- Microsoft Office Word 2003

All Programs ▶

- My Documents
- My Recent Documents ▶
- My Pictures
- My Music
- My Computer
- Control Panel
- Set Program Access and Defaults
- Connect To ▶
- Printers and Faxes
- Help and Support
- Search
- Run...

Then click on Printers and Faxes.

Click on Start.

start

Microsoft PowerPoint ... Mailbox : CLC Oakland Mills High Sc... 8:1

Click on Add a printer.



## Welcome to the Add Printer Wizard

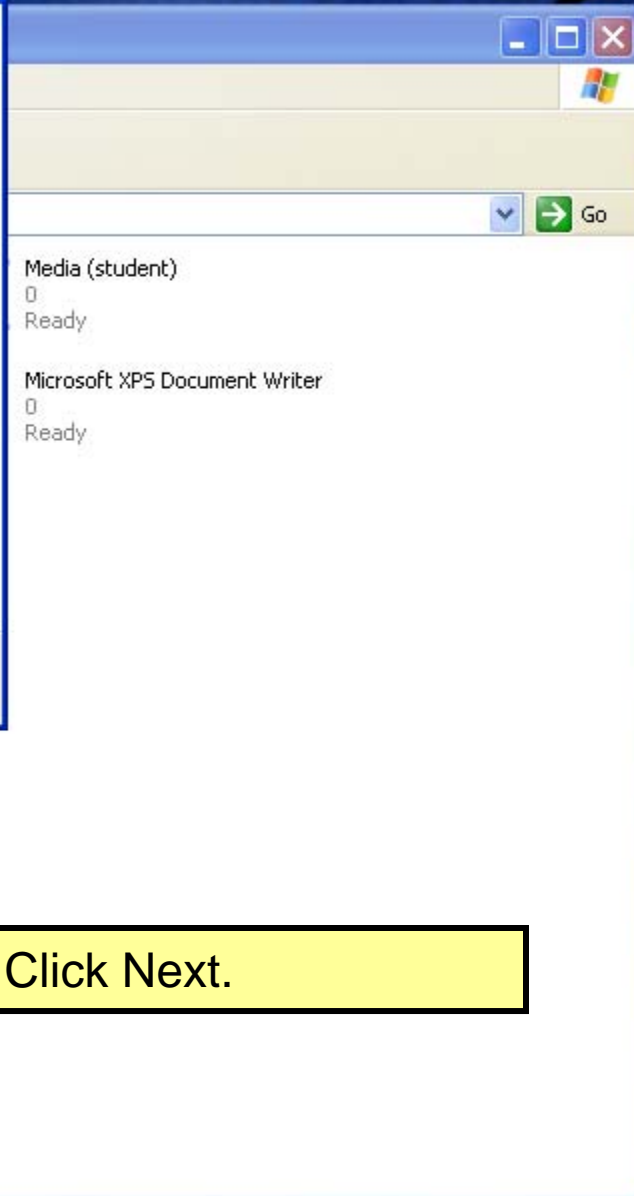
This wizard helps you install a printer or make printer connections.



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 turn the printer on. Windows will automatically install the printer for you.

To continue, click Next.

< Back **Next >** Cancel

A window showing a list of devices. At the top right are standard window controls (minimize, maximize, close) and the Windows logo. Below that is a search bar with a dropdown arrow and a 'Go' button. The list contains two entries: 'Media (student)' with a status of 'Ready', and 'Microsoft XPS Document Writer' with a status of 'Ready'.

Media (student)  
Ready

Microsoft XPS Document Writer  
Ready

- Control Panel
- Scanners and Cameras
- My Documents
- My Pictures
- My Computer

Details

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
- 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.

< Back   Next >   Cancel



Make sure the "Automatically detect..." box is NOT checked.



Then click Next.

- Control Panel
- Scanners and Cameras
- My Documents
- My Pictures
- My Computer

Details

Ready  
Microsoft XPS Document Writer  
0  
Ready

# Add Printer Wizard

## Select a Printer Port

Computers communicate with printers through ports.

Select the port you want your printer to use. If the port is not listed, you can create a new port.

Use the following port: LPT1: (Parallel Port)

Note: Most computers use the LPT1 port for parallel printers. The connector for this port is a 25-pin female D-sub connector.



Create a new port:  
Type of port:

- Adobe PDF Port Monitor
- Adobe PDF Port Monitor
- HP Standard TCP/IP Port
- Local Port
- Microsoft Document Imaging Writer Monitor
- Print Mon
- Standard TCP/IP Port

Select "Create a new port."

Then select "Standard TCP/IP Port."

Control Panel

Scanners and Cameras

My Documents

My Pictures

My Computer

Details

Microsoft XPS Document Writer

0

Ready

Cancel

Go

# Add Printer Wizard

## Select a Printer Port

Computers communicate with printers through ports.



Select the port you want your printer to use. If the port is not listed, you can create a new port.

Use the following port: LPT1: (Recommended Printer Port)

Note: Most computers use the LPT1: port to communicate with a local printer. The connector for this port should look something like this:



Create a new port:  
Type of port: Standard TCP/IP Port

< Back   **Next >**   Cancel

Media (student)  
0  
Ready

Microsoft XPS Document Writer  
0  
Ready

Go



Click Next.

- Control Panel
- Scanners and Cameras
- My Documents
- My Pictures
- My Computer

Details

### Select a Printer Port

Computers communicate with printers through ports.



Select the port you want your printer to use. If the port is not listed, you can create a

### Add 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.

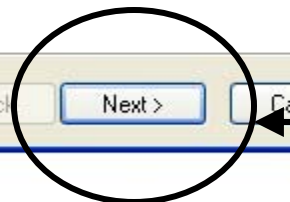
Before continuing be sure that:

- 1. The device is turned on.
- 2. The network is connected and configured.

To continue, click Next.

< Back   **Next >**   Cancel

Click Next.



Go

Details

# Add Printer Wizard

## Select a Printer Port

Computers communicate with printers through ports.

Select the port you want your printer to use. If the port is not listed, you can create a

## Add Standard TCP/IP Printer Port Wizard

### Add Port

For which device do you want to add a port?

Enter the Printer Name or IP address, and a port name for the desired device.

Printer Name or IP Address:

Port Name:

< Back   Next >   Cancel

Type in the name of the printer you want to add. (Be sure to include .INST.HCPSS.ORG after the name of the printer.)

NOTE: You only have to type it in once. It'll automatically appear in the other box.

Then click Next.

Details

### Select a Printer Port

Computers communicate with printers through ports.



Select the port you want your printer to use. If the port is not listed, you can create a

### 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: Yes  
Protocol: RAW, Port 9100  
Device: OMHMDIAPRHP002.INST.HCPSS.ORG  
Port Name: OMHMDIAPRHP002.INST.HCPSS.ORG  
Adapter Type: Hewlett Packard Jet Direct

To complete this wizard, click Finish.

< Back Finish Cancel

Details

Click Finish.

# 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
Fujitsu	HP LaserJet 4000 Series PCL
GCC	HP LaserJet 4000 Series PCL6
Generic	HP LaserJet 4000 Series PS
Gestetner	HP LaserJet 4050 Series PCL
HP	HP LaserJet 4050 Series PCL6

This driver is digitally signed.  
[Tell me why driver signing is important](#)

Media (student)  
0  
Toner Low

Microsoft XPS Document Writer  
0  
Ready

Select the Manufacturer of the printer you want to add.

Then select the type of printer. (If you're unsure what type of printer you have, take a look at the printer itself. It should say what it is on it.)

# 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:

Media

Do you want to use this printer as the default printer?

Yes

No

< Back

Next >

Cancel

Choose a name for the printer. (Generally, naming it the location where it lives is a good idea. For example: Media for the printer in the media workroom, or 9th grade planning.)

Then decide whether or not you want this to be your default printer. If it's the one you print to all the time, then YES. You want it to be the default printer.)

- Control Panel
- Scanners and Cameras
- My Documents
- My Pictures
- My Computer

Details

# Add Printer Wizard

## Printer Sharing

You can share this printer with other network users.



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 used by other users.

Do not share this printer

Share name:

Make sure the "Do not share this printer" option is selected.

< Back

Next >

Cancel

Then click Next.

- Control Panel
- Scanners and Cameras
- My Documents
- My Pictures
- My Computer

Details

Toner Low

Microsoft XPS Document Writer

0

Ready

Go

**Print Test Page**

To confirm that the printer is installed properly, you can print a test page.

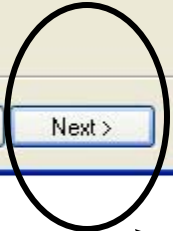


Do you want to print a test page?

- Yes
- No

Do you want to print a test page? Yes.  
Yes you do.

< Back   **Next >**   Cancel



Then click Next.

- Control Panel
- Scanners and Cameras
- My Documents
- My Pictures
- My Computer

Details



### Completing the Add Printer Wizard

You have successfully completed the Add Printer Wizard. You specified the following printer settings:

Name: Media  
Share name: <Not Shared>  
Port: OMHMDIAPRHP002.INST.HCPSS.ORG  
Model: HP LaserJet 4050 Series PCL  
Default: Yes  
Test page: Yes

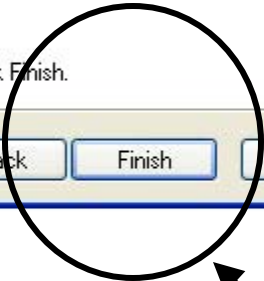
To close this wizard, click Finish.

< Back Finish Cancel

Media (student)  
0  
Toner Low

Microsoft XPS Document Writer  
0  
Ready

Go



Click Finish.

- Control Panel
- Scanners and Cameras
- My Documents
- My Pictures
- My Computer

Details

### Completing the Add Printer

#### Media

A test page is now being sent to the printer. Depending on the speed of your printer, it may take a minute or two before the page is printed.

The test page briefly demonstrates the printer's ability to print graphics and text, and it provides technical information about the printer driver.

If the test page printed, click OK.  
If the test page did not print, click Troubleshoot.

OK Troubleshoot...

To close this wizard, click Finish.

< Back Finish Cancel

Media (student)  
0  
Toner Low

Microsoft Office Document  
Image Writer  
0

PrimoPDF  
0  
Ready

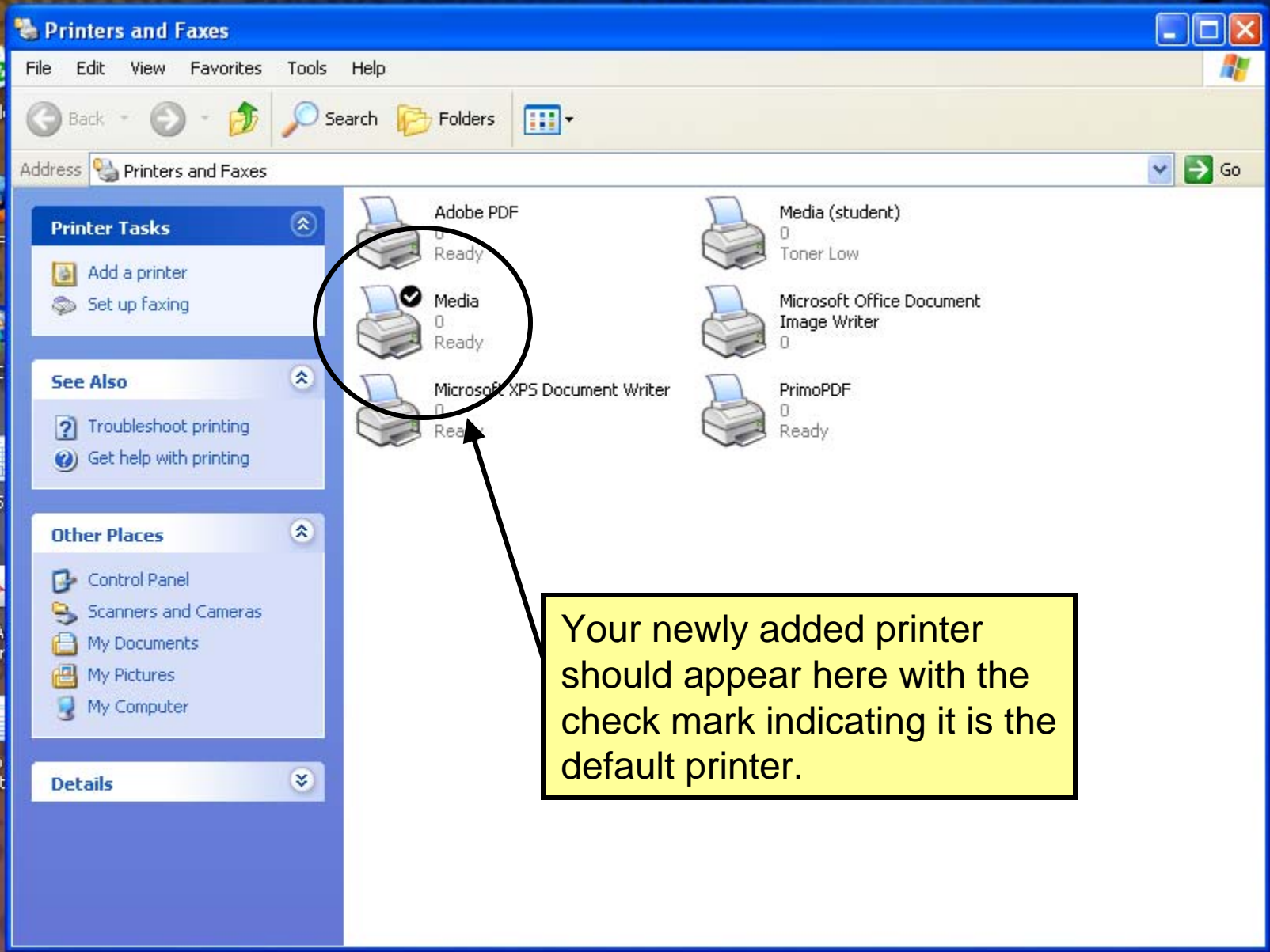
A box should pop up letting you know your test page is printing.

**CHECK THE PRINTER.** Make sure the Test Page has printed.

Then click OK.

- Control Panel
- Scanners and Cameras
- My Documents
- My Pictures
- My Computer

Details



Your newly added printer should appear here with the check mark indicating it is the default printer.

And.....  
You're done!

Happy printing!!