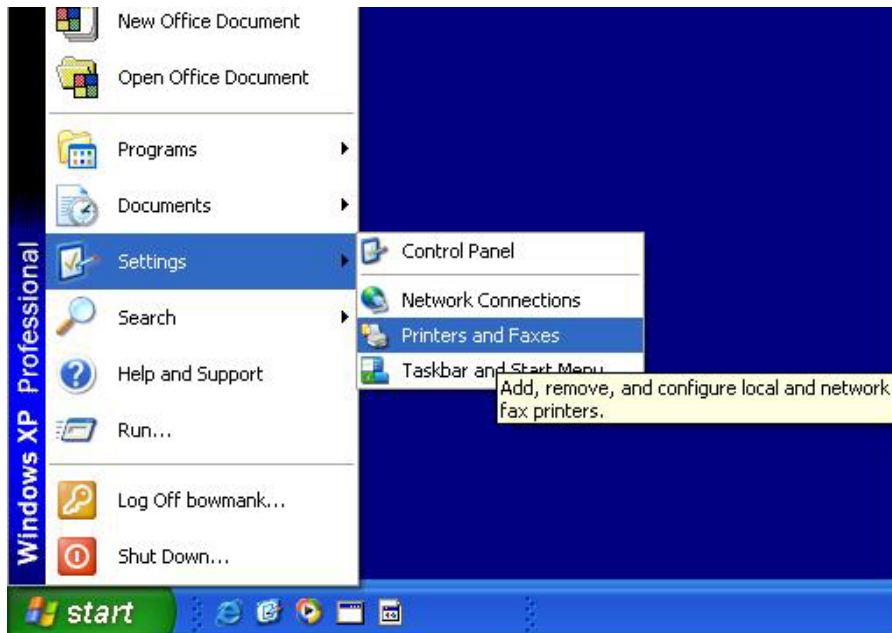


## Windows XP IP Printing Setup

Before beginning the following procedure, ensure you know the network printer hostname. If CCIT helps manage your office's printers, there will be a blue and white sticker attached to your printer. The hostname will appear as a nine-character combination of letters and numbers (e.g., a Xerox printer would be XRX8BC57C). Please contact the [Support Desk](#) at 2-9700 if you can not find the hostname and need assistance.

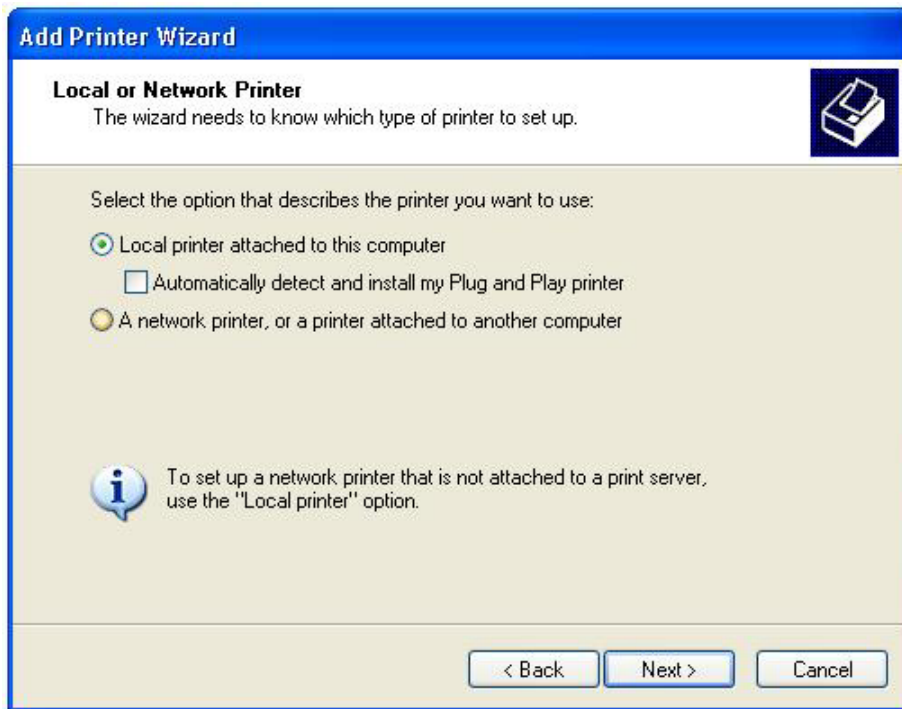
### Setting Up a Printer Port



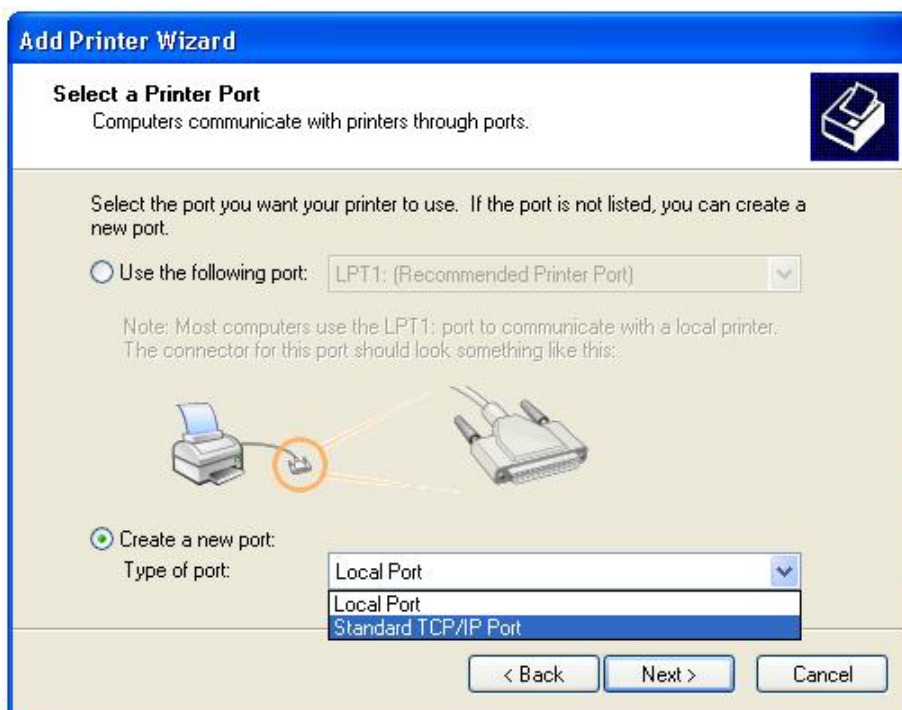
1. Click on Start >Setting >Printers and Faxes
2. Under "Printer Tasks" click on **Add a Printer**



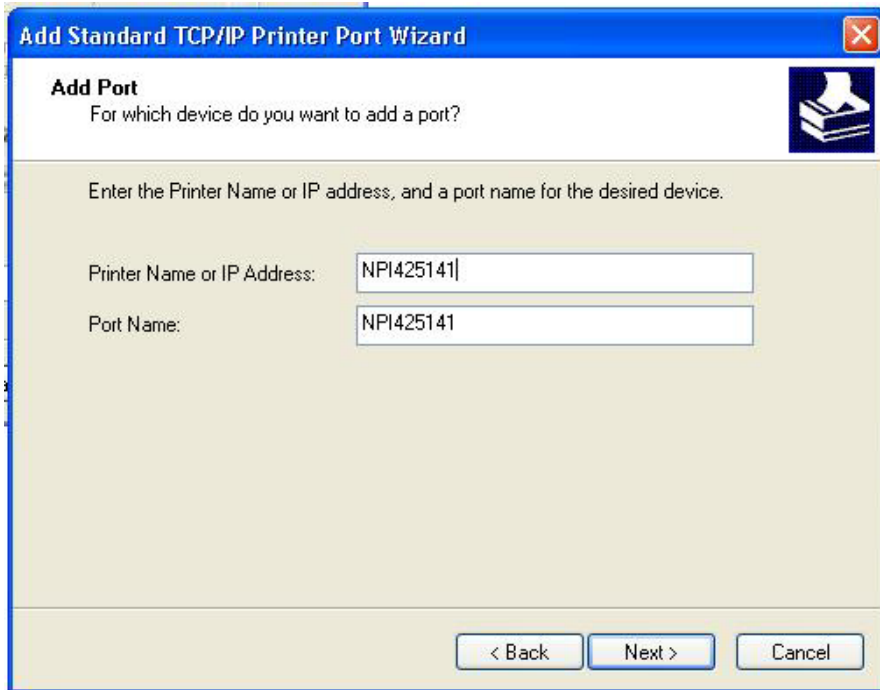
3. **Welcome to the Add a Printer Wizard** box will appear.
4. Click on **Next>**



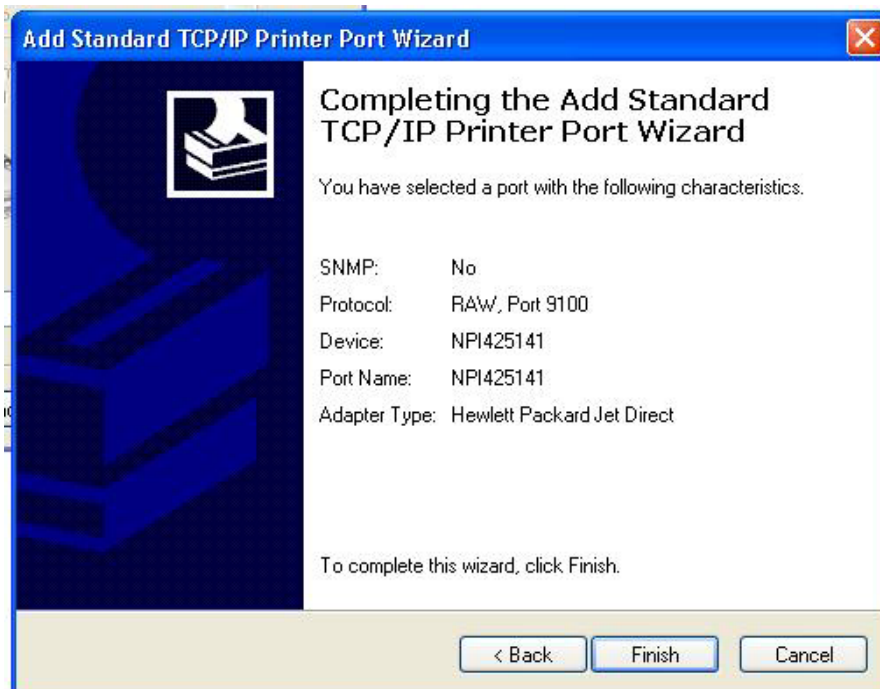
5. At the next **Add Printer Wizard** screen, click on “Local printer attached to this computer.”
6. Ensure “Automatically detect and install my Plug and Play printer” is not checked.
7. Click on **Next >**



8. At the next **Add Printer Wizard** screen, click on “Create a new port.” Click on down arrow.
9. Scroll down below “Local Port” and click on “Standard TCP/IP Port”
10. Click on **Next >**
11. An **Add Standard TCP/IP Printer Port Wizard** box will appear.
12. Click on **Next >**



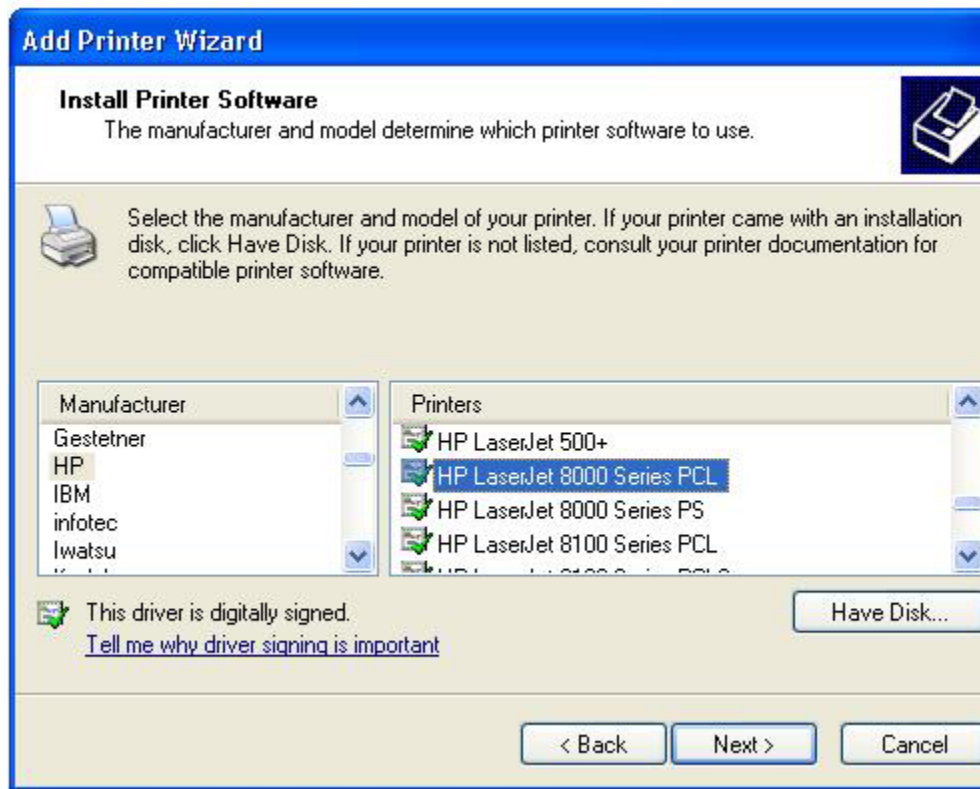
13. The **Add Standard TCP/IP Printer Port Wizard** box appears.
14. In the “Printer Name or IP Address” box, type in Network Printer Hostname.
15. Click on **Next >**



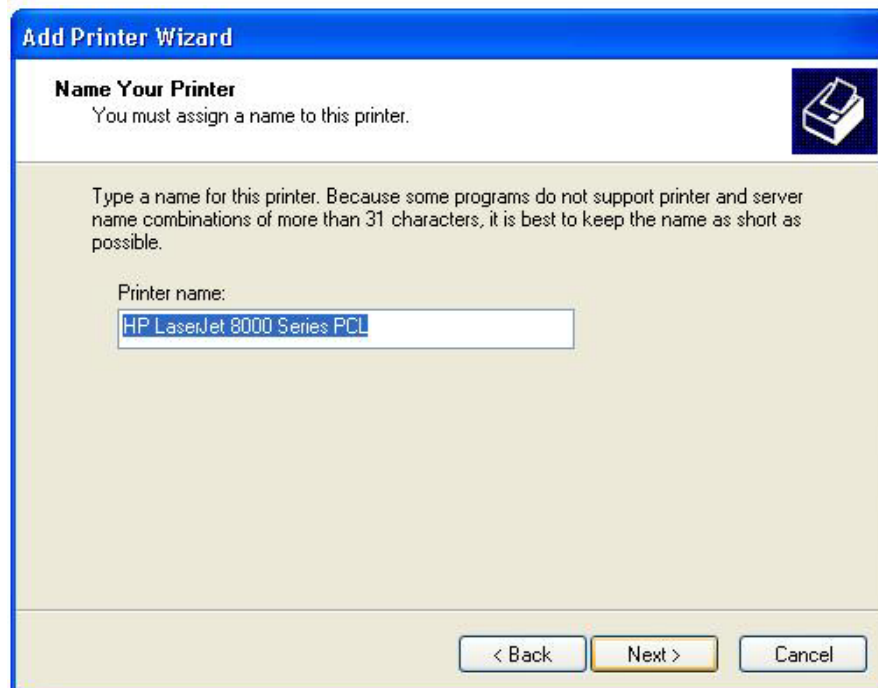
16. On the next **The Add Standard TCP/IP Printer Port Wizard** box screen verify the printer information.
17. Click on **Finish**

The workstation will query the network to ensure that the Network Printer Hostname is valid and that the printer is turned on. If both of these are true an **Add Printer Wizard** will appear. This wizard is used to install the print drivers.

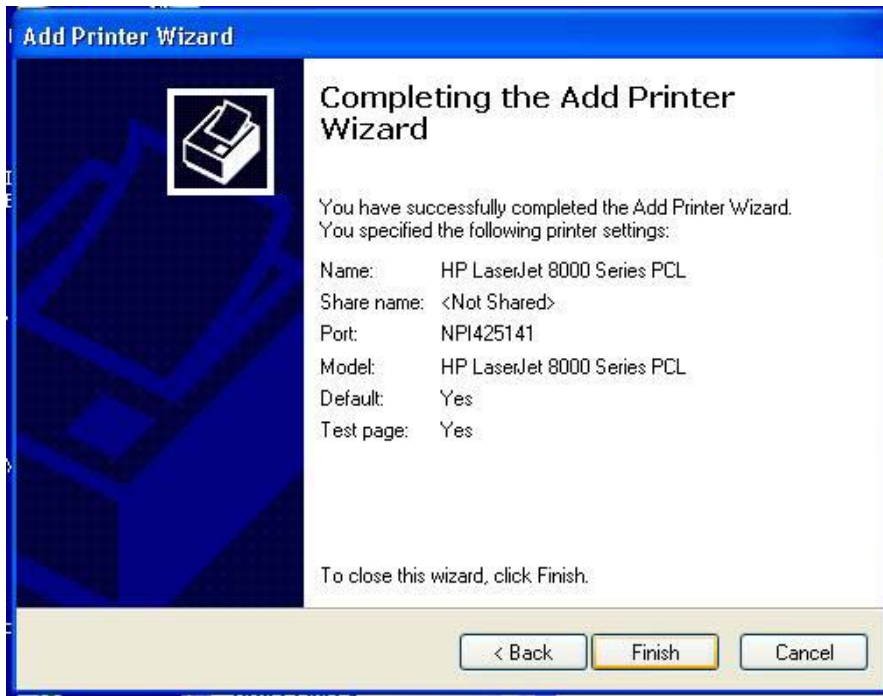
# Installing Printer Drivers – Drivers included with the Windows XP Operating System



1. The first **Add Printer Wizard** box is **Install Printer Software**. Select printer Manufacturer and Printer Model. (I.E. Manufacturer – HP and Printer – HP LaserJet 8000 Series PCL)
2. Click on **Next >**
3. On the **Use Existing Driver** screen keep the “Keep existing driver (recommended)” selection.
4. Click on **Next >**
5. Another **Add Printer Wizard to Use Existing Driver** may appear.
6. Click on **Next >**

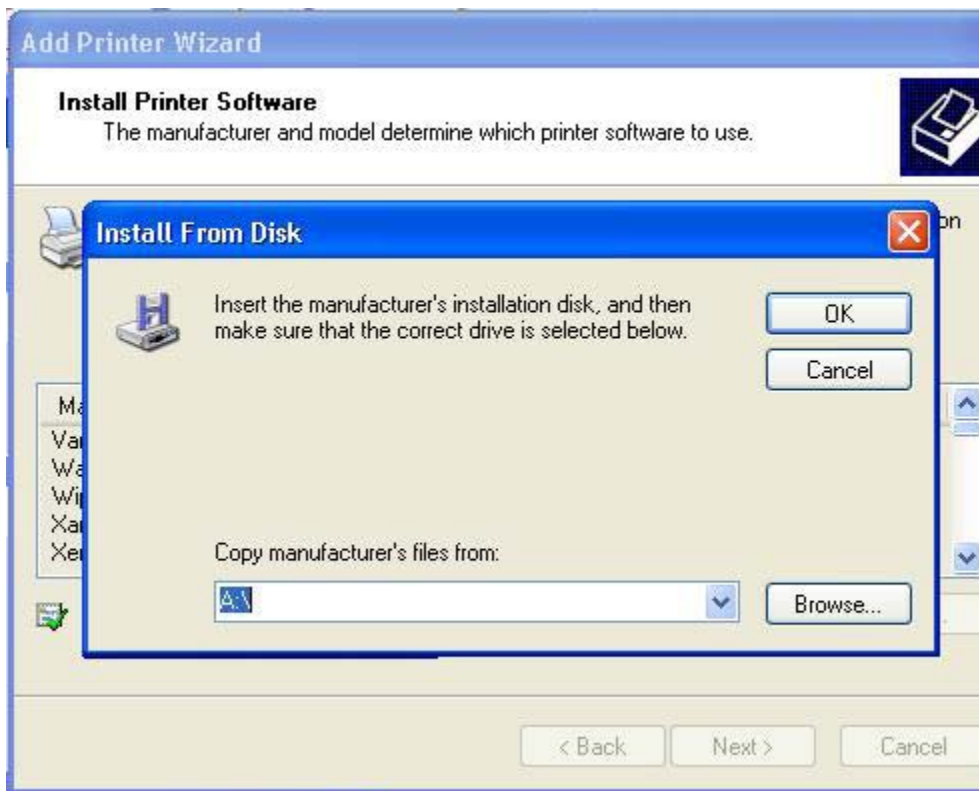


7. On the **Name Your Printer** screen in the “Printer name” rename the printer to this convention: *building-floor/room\_printer type*. For example, “HOT201\_HPLJ8100.”
8. Click on **Next >**
9. On the **Printer Sharing** screen keep the “Do not share this printer” selection.
10. Click on **Next >**
11. On the **Print Test Page** screen keep the “Yes” selection to print a test page.

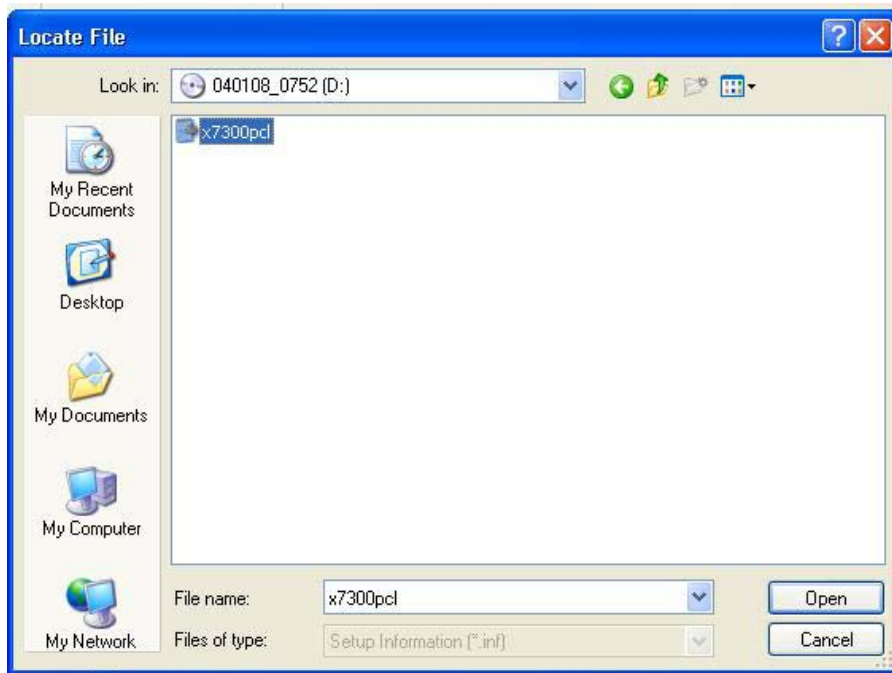


12. The next screen is **Completing the Add Printer Wizard**.
13. Click on **Finish**
14. A test page popup box will display. Ensure the correct printer name is on the test page and click on **OK**
15. The printer is successfully set up.

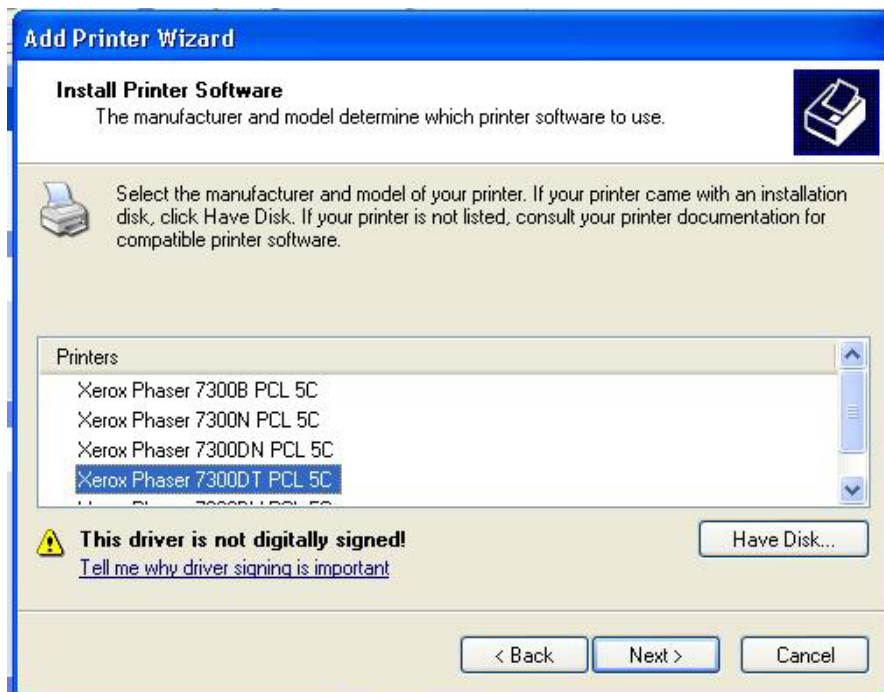
## Installing Printer Drivers – Drivers not included with Windows XP Operating System



1. The first **Add Printer Wizard** box is **Install Printer Software**. Click on “Have Disk”
2. An **Install From Disk** dialogue box will appear. Click on **Browse..** and go to the directory or CD drive that contains the drivers



3. In this example the drivers are on CD and the printer name 7300pcl appears.
4. Click on the printer name to highlight it
5. Click Open.



6. You will be returned to a **Install from Disk** box with the drive letter D:\ in the Copy Manufactures files from box.
7. Click on **OK**
8. The next **Add Printer Wizard** box will appear with a list of printers available to install with the print drivers. Click on the correct printer to select it. In this example it is the Xerox Phaser 7300DT PCL 5C.
9. Click on **Next**.



10. The next **Add Printer Wizard** box is **Name Your Printer**. rename the printer to this convention: *building-floor/room\_printer type*. For example, "HOT201\_HPLJ8100".

11. Click on **Next**

12. The next **Add Printer Wizard** box is **Printer Sharing**. Do not share this printer should be checked. Keep that setting.

13. Click on **Next**

14. The next **Add Printer Wizard** box is **Print Test Page**.

15. Click on **Yes**.

17. Click on **Next**

18. The next **Add Printer Wizard** box is **Completing the Add Printer Wizard**.

19. Click on **Finish**

20. A **Hardware Installation** box may appear stating that the print drivers have not passed the Windows Logo testing to verify compatibility with Windows XP.

21. Click on **Continue Anyway**



22. A **Copying Files** dialogue box will appear while the drivers install and a test page will print.

23. A test page popup box will display. Ensure the correct printer name is on the test page and click on **OK**.

24. Click on **OK** in the next dialogue box.

25. Printer set up is complete.