If You Need DOS-based Printing

If you need DOS-based printing for applications such as GI Trac:

1. Go to Control Panel → Printers and Faxes and right-click the default printer and select *Properties*
2. Go to the Ports tab
3. Select LPT1 and select *Enable Printer Spooling*
4. Click *Apply*
5. Click *OK*

When you call the CCIT Support Desk…

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 XRX1BC23D).

Windows XP IP Printing

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 XRX1BC23D). Please contact the Support Desk at 2-9700 if you can not find the hostname and need assistance.

If you wish, you can download instructions with screen shots instead of this document.

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 **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.

Drivers Not Installed with Windows XP

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. Click on the printer name to highlight it
4. Click *Open*
5. You will be returned to an **Install from Disk** box with the drive letter D:\ in the Copy Manufactures files from box.
6. Click on **OK**
7. 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.
8. Click on *Next*
9. 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" keep the existing printer name.
10. Click on *Next*
11. The next Add Printer Wizard box id **Printer Sharing**. *Do not share this printer* should be checked. Keep that setting.
12. Click on *Next*
13. The next Add Printer Wizard box is **Print Test Page.**
14. Click on *Yes*.
15. Click on *Next*
16. The next Add Printer Wizard box is **Completing the Add Printer Wizard**.
17. Click on *Finish*
18. A **Hardware Installation** box may appear stating that the print drivers have not passed the Windows Logo testing to verify compatibility with Windows XP.
19. Click on *Continue Anyway*
20. A **Copying Files** dialogue box will appear while the drivers install and a test page will print.
21. A test page popup box will display. Ensure the correct printer name is on the test page and click on *OK*.
22. Click on *OK* in the next dialogue box.
23. Printer set up is complete.

Installing Printer Drivers:

Drivers Installed with Windows XP

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" box, 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.