

## How to Add a Printer

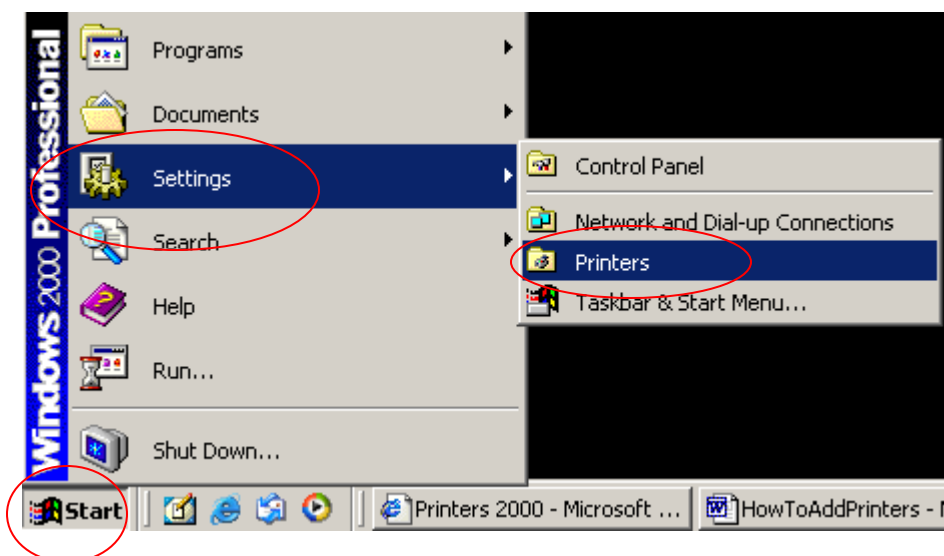


### Printers in the GISLABS network

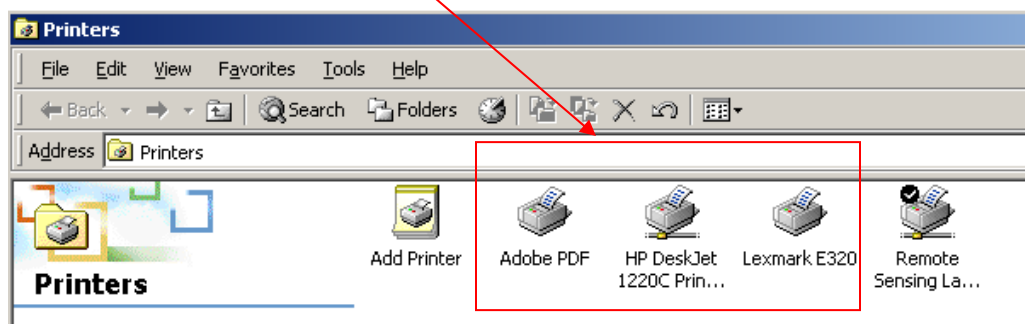
Printer Name	Location	Type	Description	IP Address
Brother HL-5140 series	Instructional Lab (K 273)	Local Printer	Prints b & w	132.160.42.61
HP DeskJet 870Cxi	Instructional Lab (K 273)	Local Printer	Prints color	132.160.42.62
Lexmark E321	Research Lab (K 274)	Local Printer	Prints b & w	132.160.42.89
HP LaserJet 5	Research Lab (K 274)	Network Printer	Prints b & w	N/A
HP DeskJet 1220C	Research Lab (K 274)	Network Printer	Prints color	N/A

### To Set Default Printer

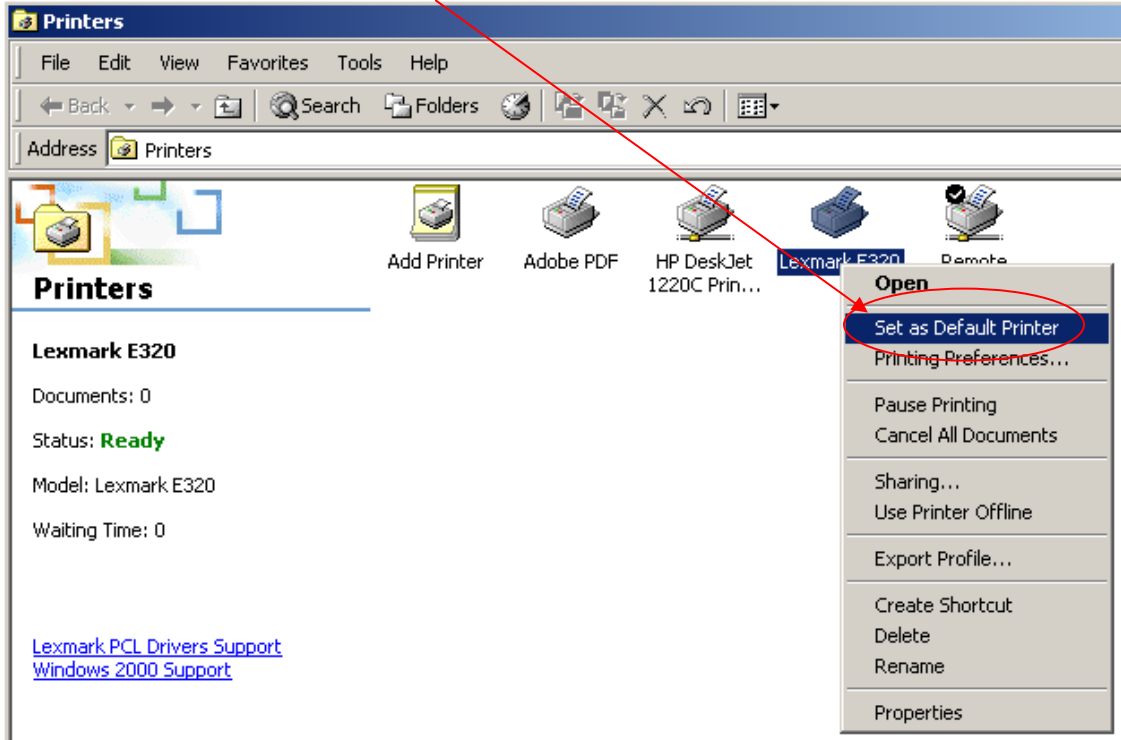
1. Click **Start** → **Settings** → **Printers**



2. To set a certain printer as default, choose the printer you want to use, then right click the printer. If the printer you want to set as default is not on the list, skip **step 3** and move to **step 4**.

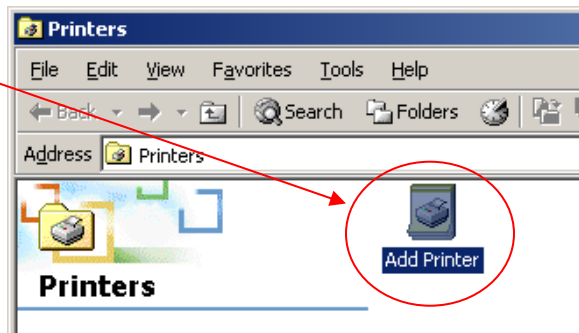


3. Click **Set as default printer**, to use that printer. Congratulations your done.

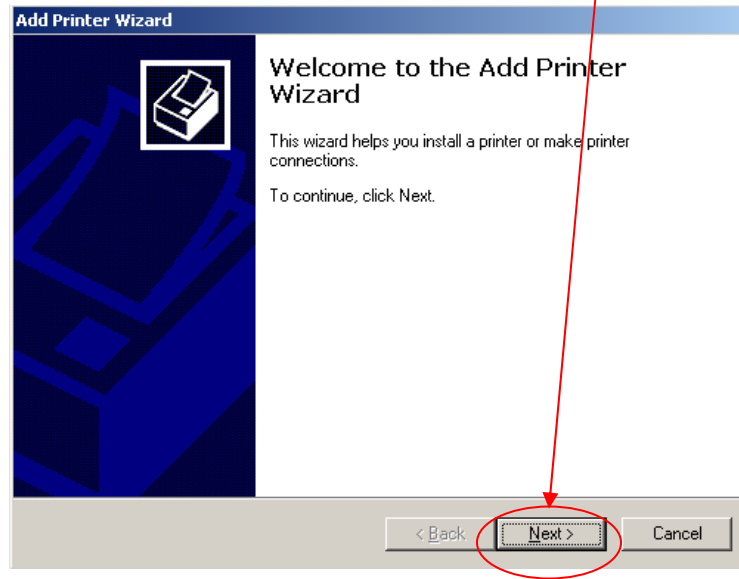


To Add a Printer

4. Double click **Add Printer**



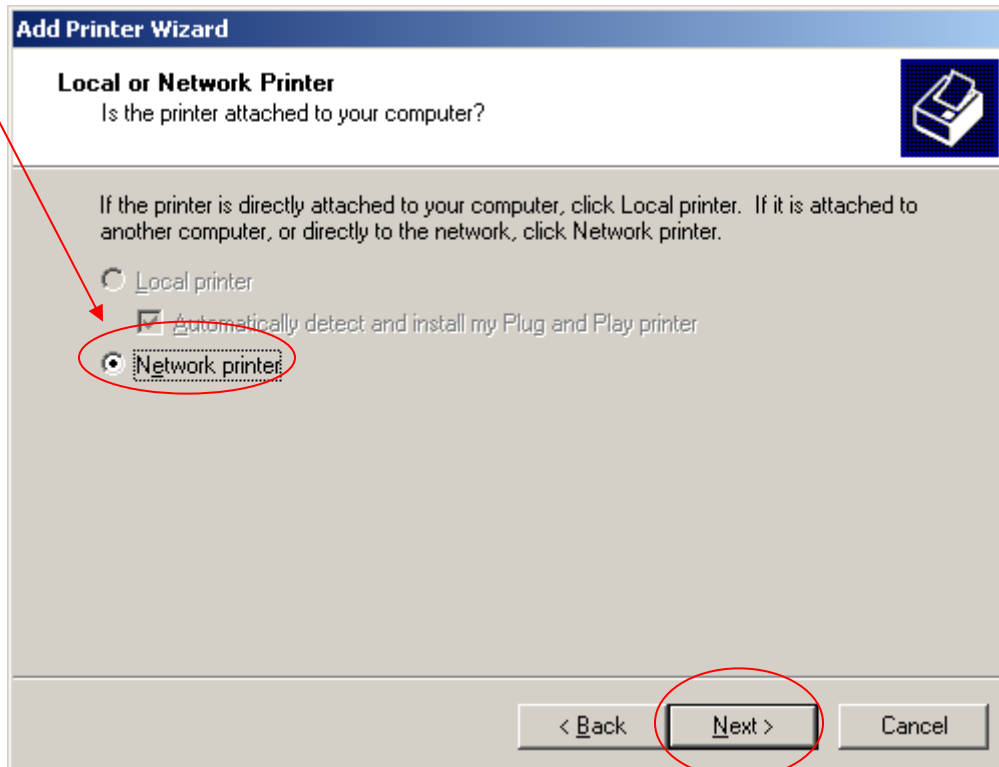
5. Once the *Welcome to the Add Printer Wizard* dialog box pops up, click **Next**



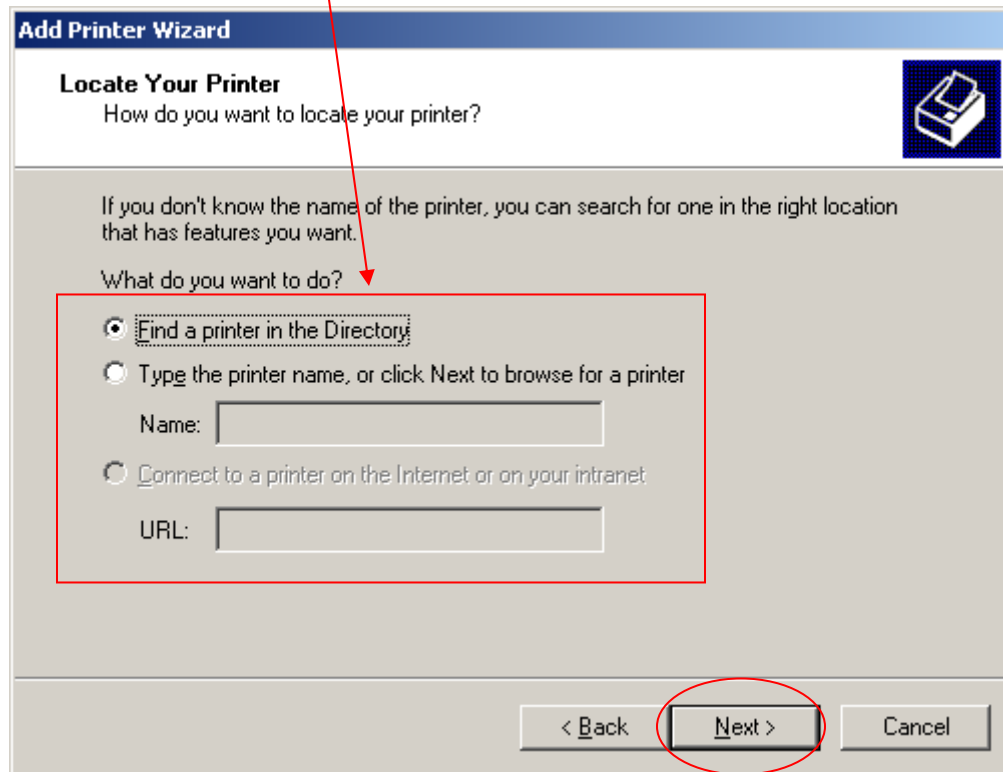
6. Depending on the location of the printer you want to add, there are two options for doing this. Select Network printer if it is attached to another computer or connected directly to the network. Select Local printer if the printer is directly attached to your computer.

### Adding Network Printers

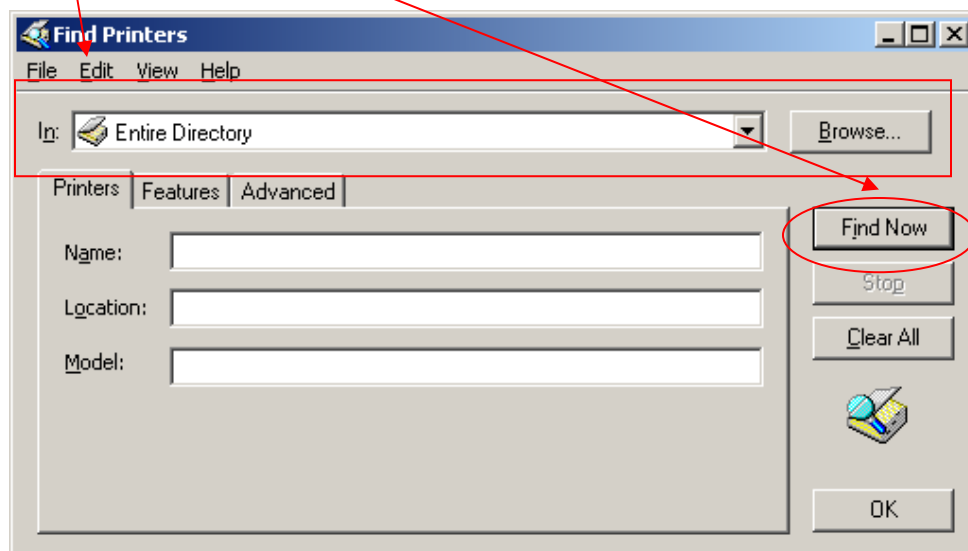
- Select the Network printer radio button instead of the Local printer.
- Note: you do **not** have to have an **ADMINISTRATIVE** account to add a network printer.



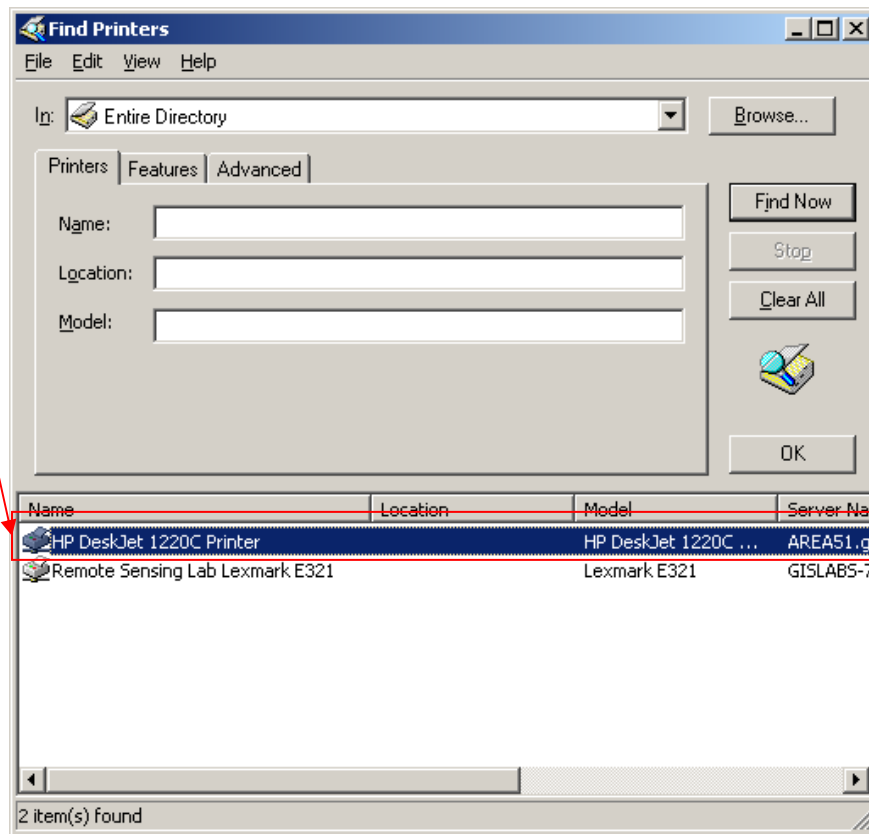
- Select one of the options given. Once you have selected the appropriate radio button click the **Next** button to continue. *Find a printer in the directory* option allows you to search for printers in the network. *Type the printer name ...* option allows you to manually search for printers in the network, and *Connect to a printer on the Internet or on your Intranet* option allows you to enter the URL address of the printer manually.



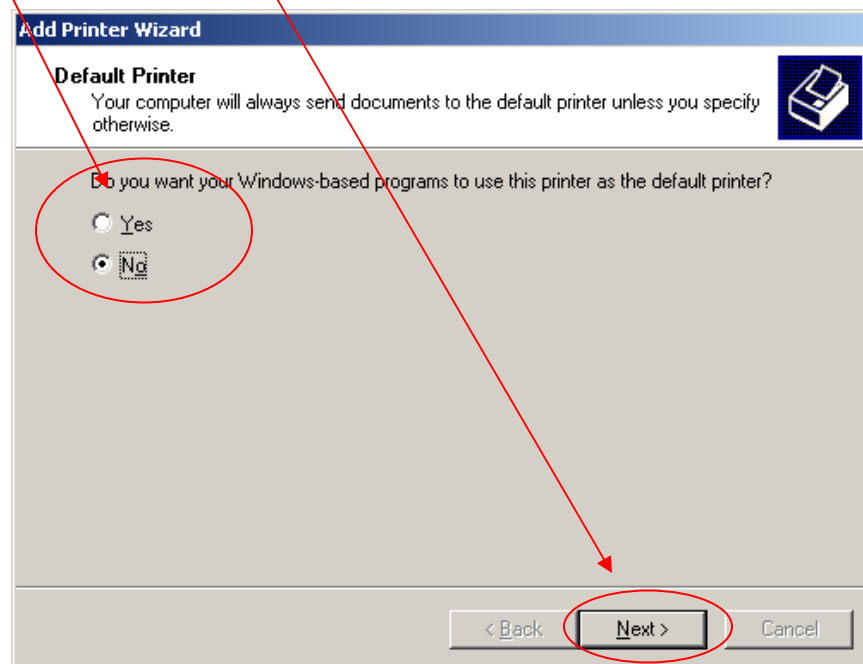
- Click the **In:** list box or click the **Browse** button to start the search on a certain network location. Click the **Find Now** button to start searching.



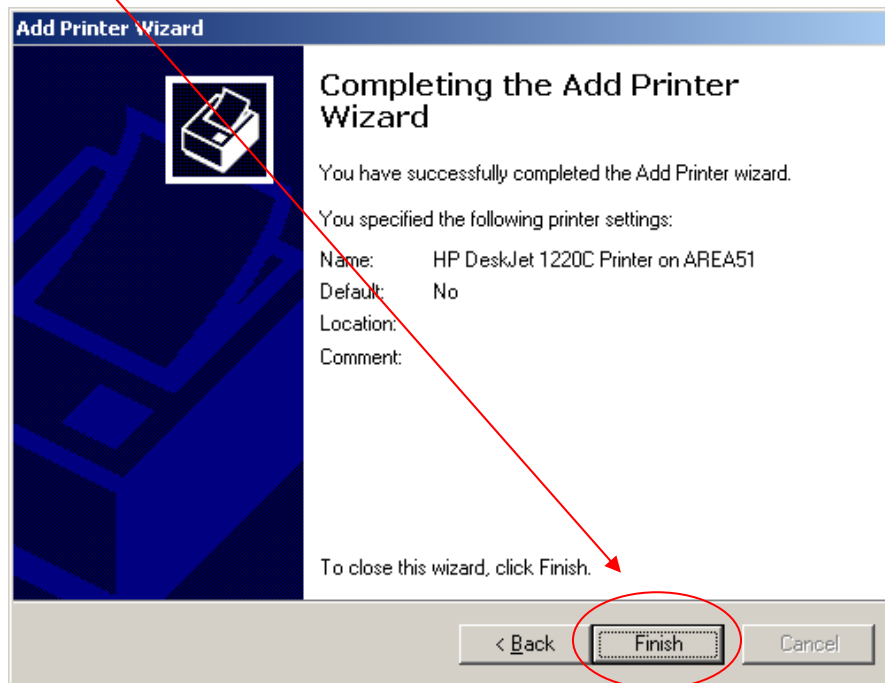
- The results of the search show all the printers found on the network. Double click the printer that you want to use.



- Select **Yes** if you want the selected printer to be your default printer, otherwise select **No**. Then click the **Next** button.

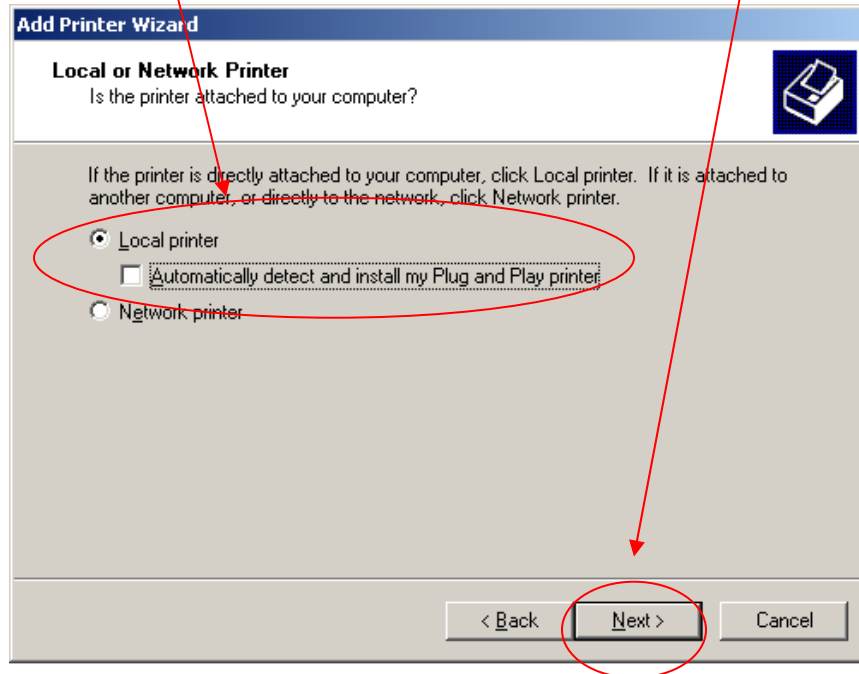


- Finally, click the **Finish** button. Now you can use the printer. Congratulations.



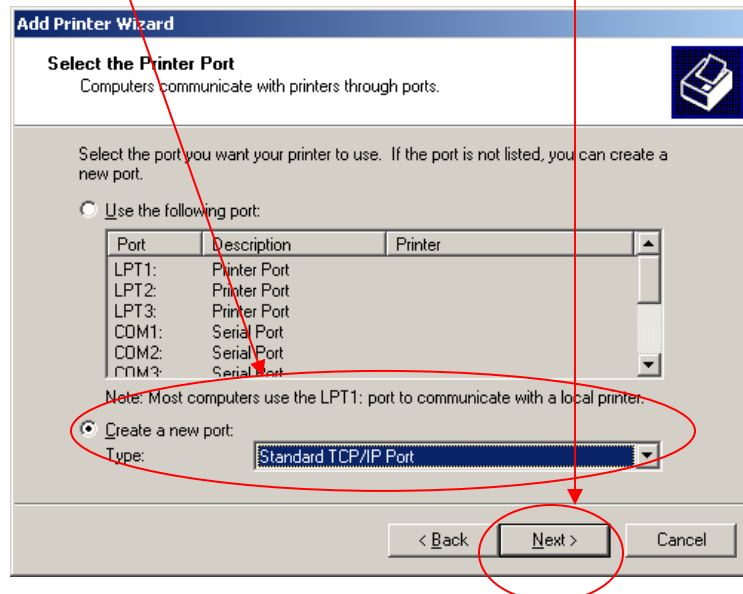
## Adding Local Printers

- Select the *Local printer* radio button, then uncheck the *Automatically detect and install my Plug and Play printer* checkbox, then click the **Next** button.
- Note: You **must have ADMINISTRATIVE** rights to add local printers.

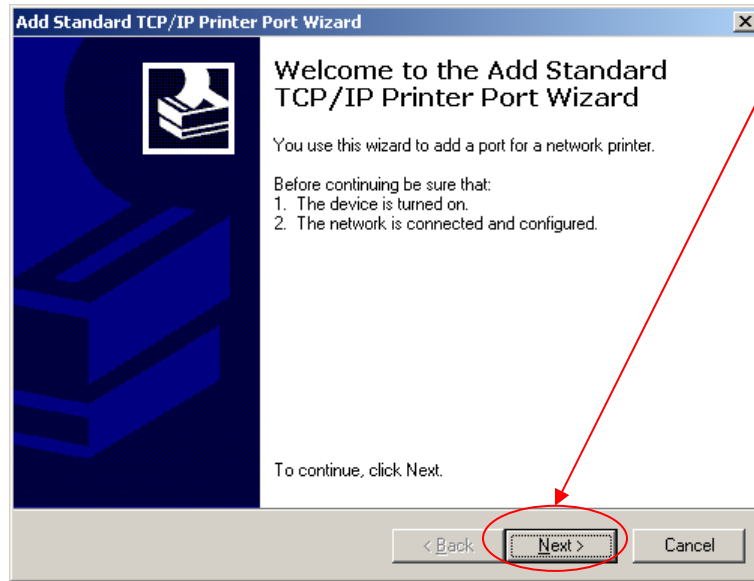


- You then have to select the port the printer is using from the list box. LPT is the parallel port used by older printers while USB is the printer port used by newer printers. After selecting the correct printer port click the **Next** button.

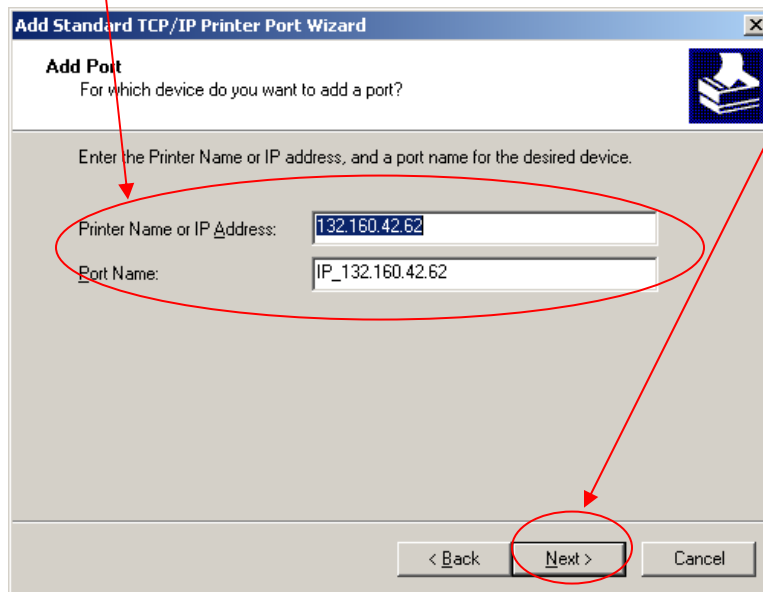
For example, to add the **HP DeskJet 870Cxi** printer located at the Instructional lab, you have to select the *Create new port* radio box instead of the default radio box.



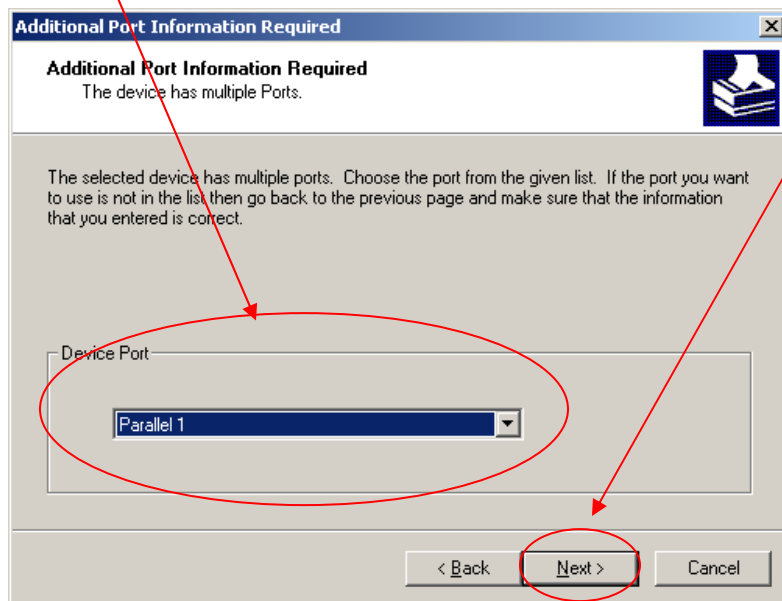
- The *Add Standard TCP/IP Printer Port Wizard* dialog shows up. Click **Next**.



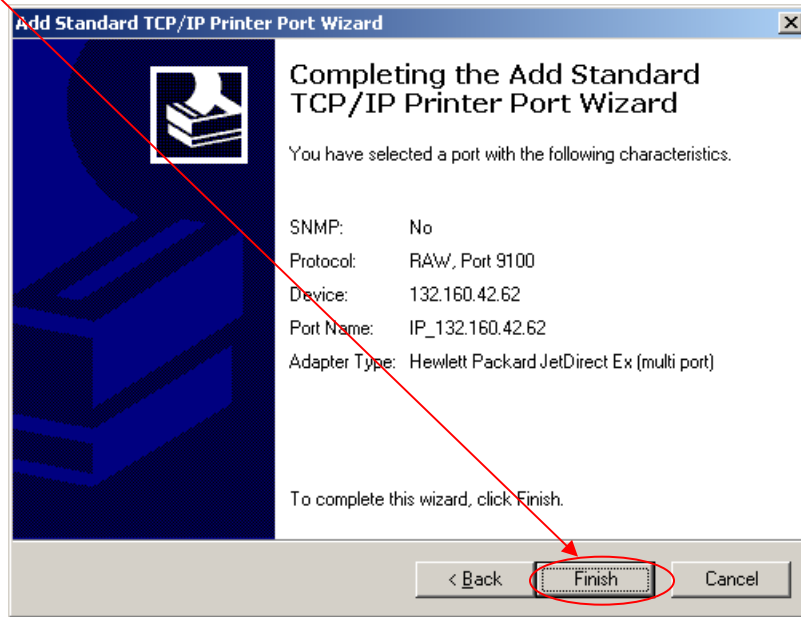
- Enter the IP address in the textbox, and then click **Next**.



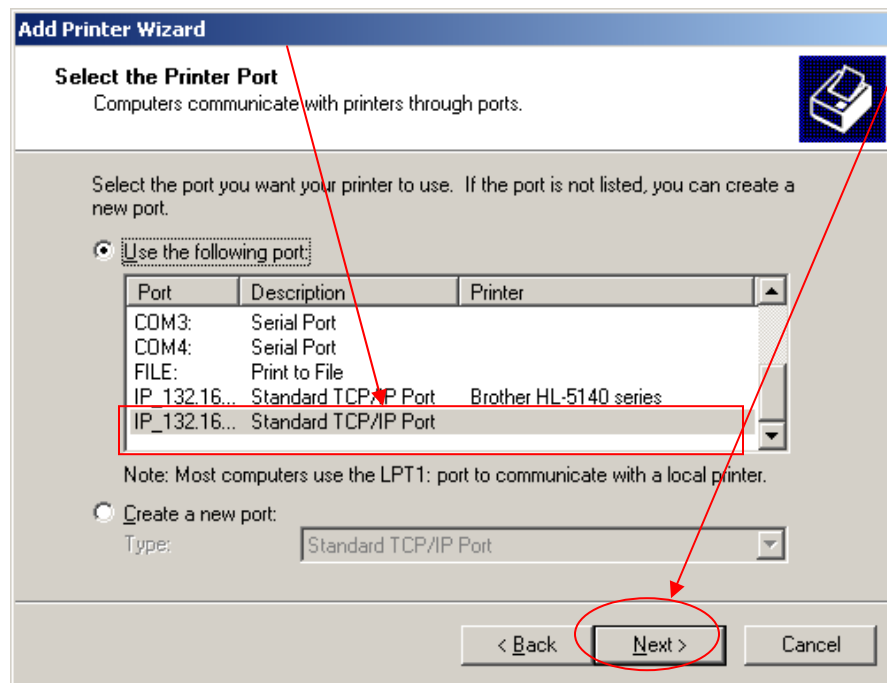
- Select the device port if the device has multiple ports, otherwise just click **Next**.



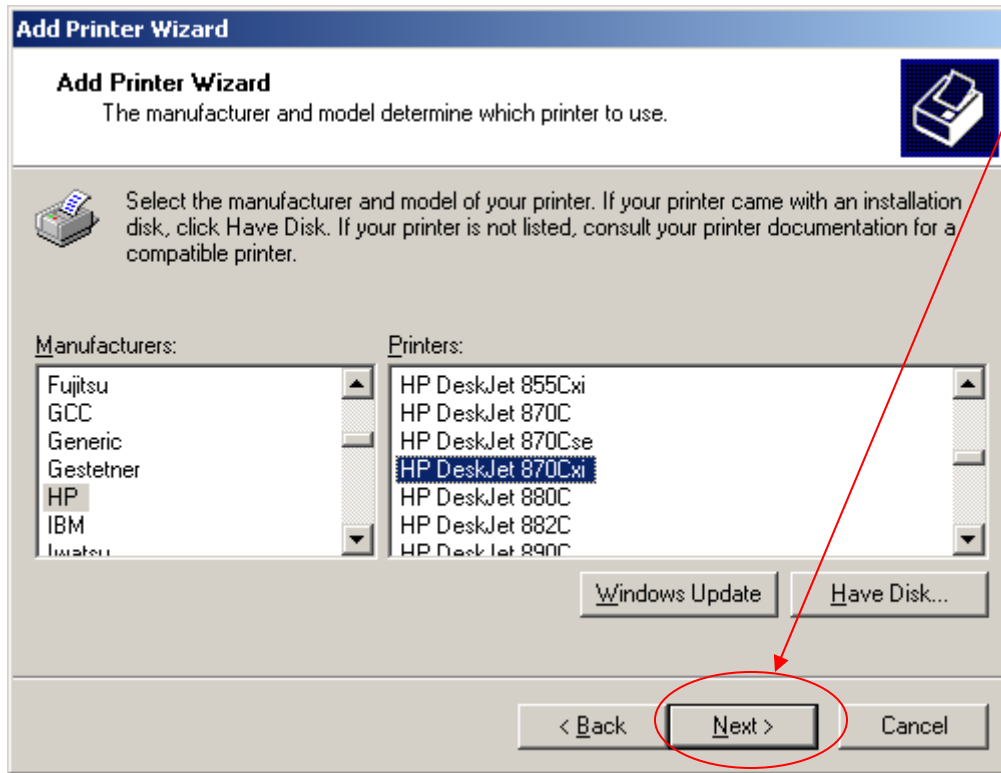
- Click **Finish** to complete the process of adding the TCP/IP Printer port.



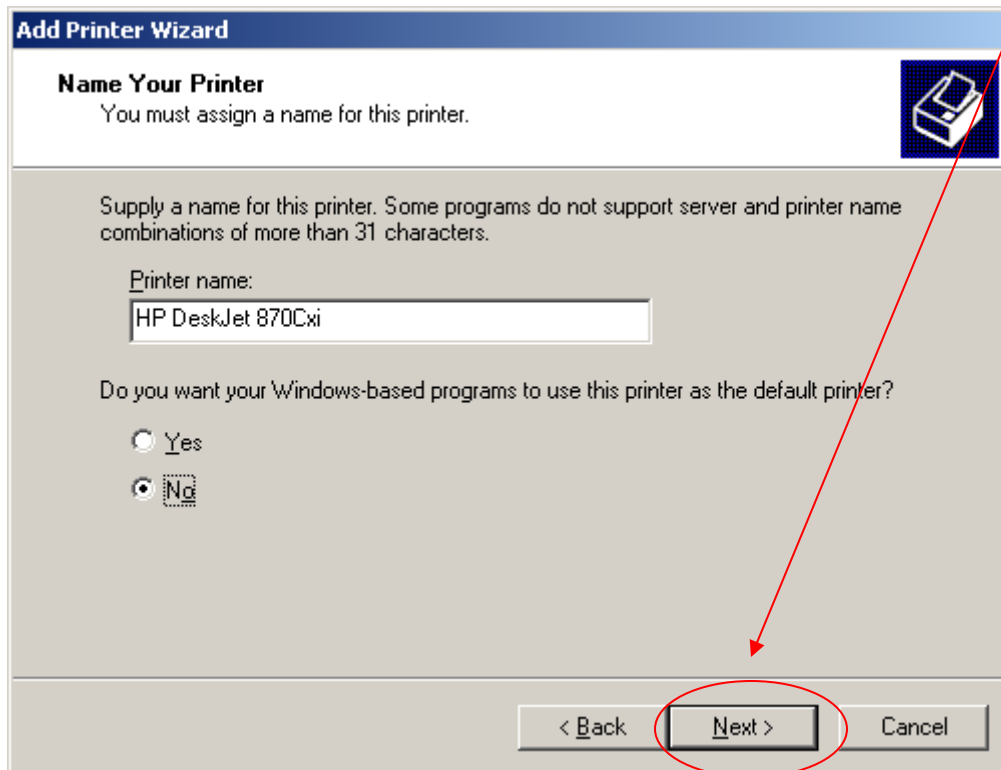
- Once you're done adding the Printer port, select it from the list box. Click **Next**.



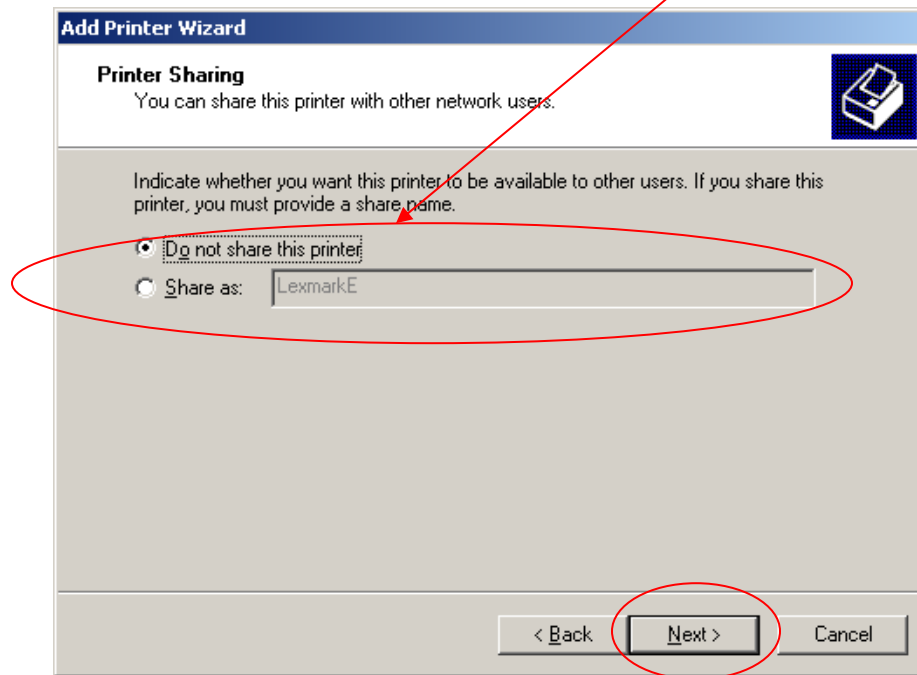
- Select the *Manufacturer* name and *Printer* name from the text box or if you have the driver saved on a disk, click the **Have Disk** button. If you don't have a disk click **Next** to continue.



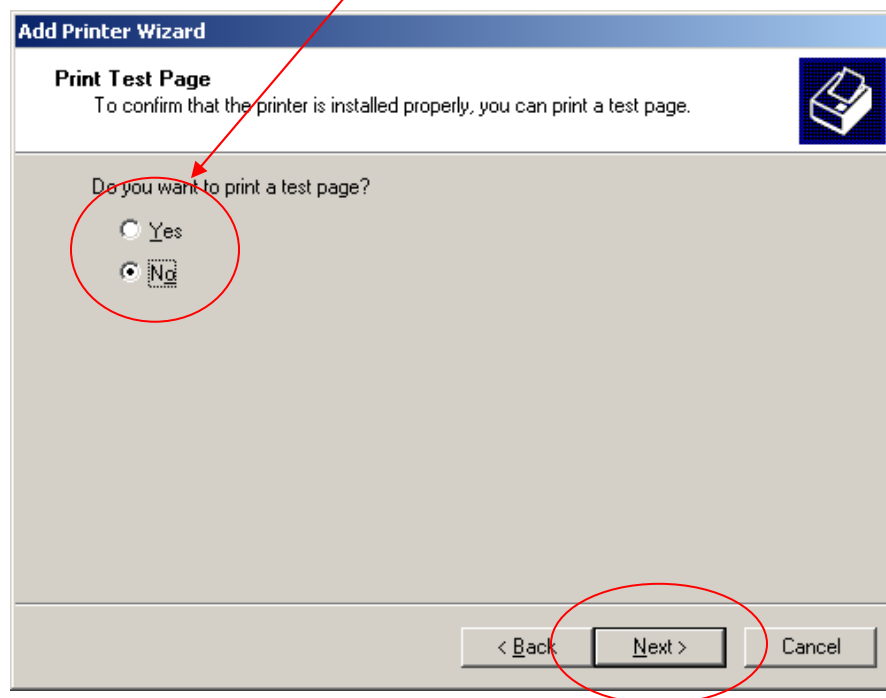
Accept the default name & whether you want it as the default printer. Click **Next**.



Once the Printer Sharing Dialog box pops up, you can click the ~~Share as~~ radio box and enter the name of the printer in the textbox, to share the printer with other computers located in the network or you can click the **Next** button to make the printer not shared.



- Select **Yes** to print a test page or **No** if you don't need to print one. Then click the **Next** button.



Finally, click the **Finish** button. Now anyone logged on to this computer can use the printer.  
Congratulations.

