

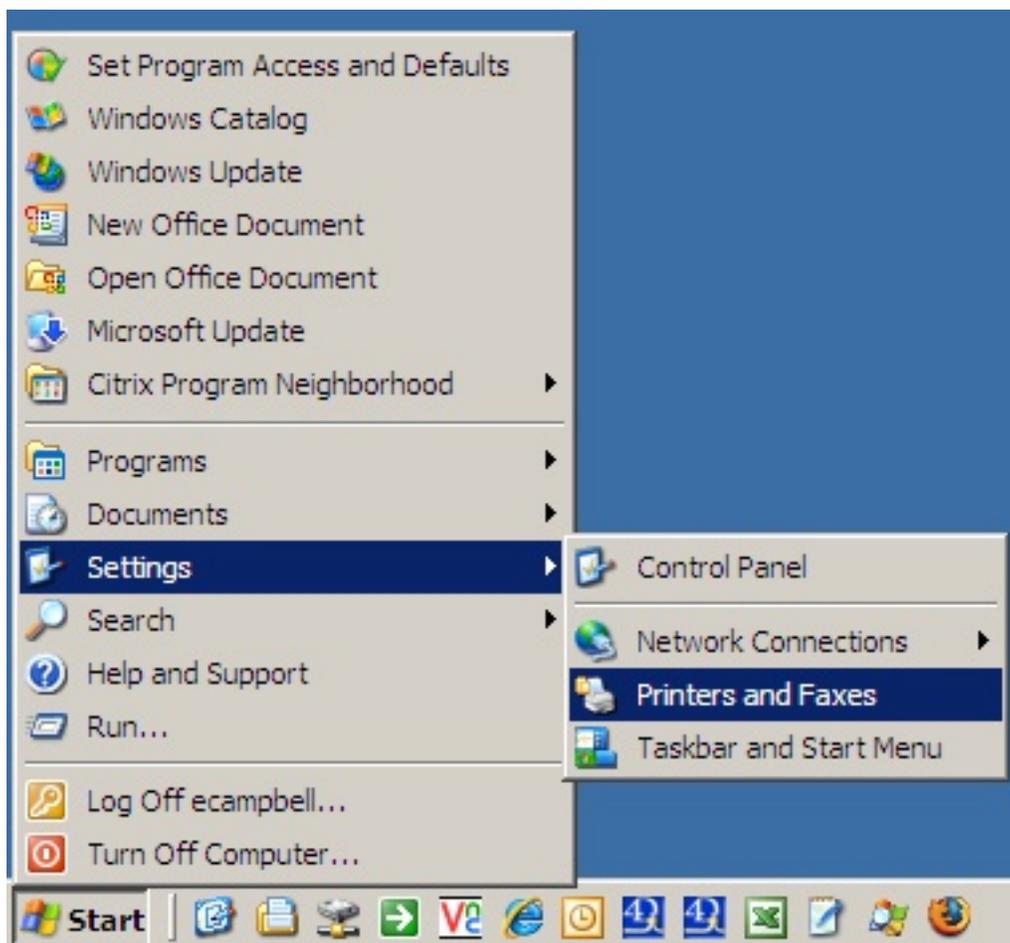
Adding an IP (ethernet network) Printer

How to add a new printer to your computer. This pertains to printers connected directly to the network by an ethernet cable (with very few exceptions, all network printers in CleanAir are this type of printer. Go to the main IT page (<http://sites.google.com/a/cleanair.com/40/Home>) and you'll see most printers listed (along with their all important IP address). You'll also find printer drivers from the IT download page (or click support/downloads on the printer manufacturer's website).

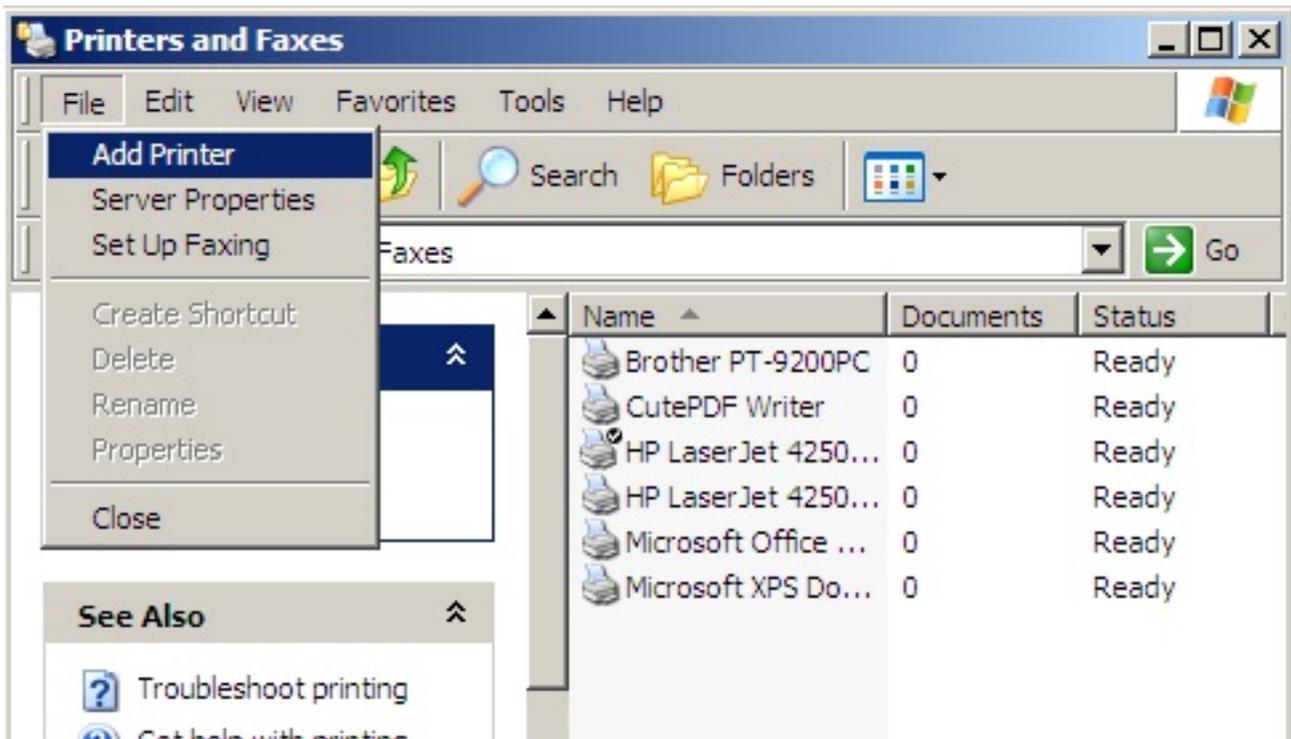
Yes, it looks like a LOT of steps, but it's really easy (I took a picture of even the really minor steps)

Setting up a printer will probably take you about 10 minutes the first time.

If you've done this before and just forget one or two of the tricks, skip down a bit and look at the 4th and 5th pictures with the magenta borders.



Go to Printers and Faxes as shown above.



In the window that appears, go to File: Add Printer (or click the add printer icon you might see depending on your computer's settings)

Add Printer Wizard



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.

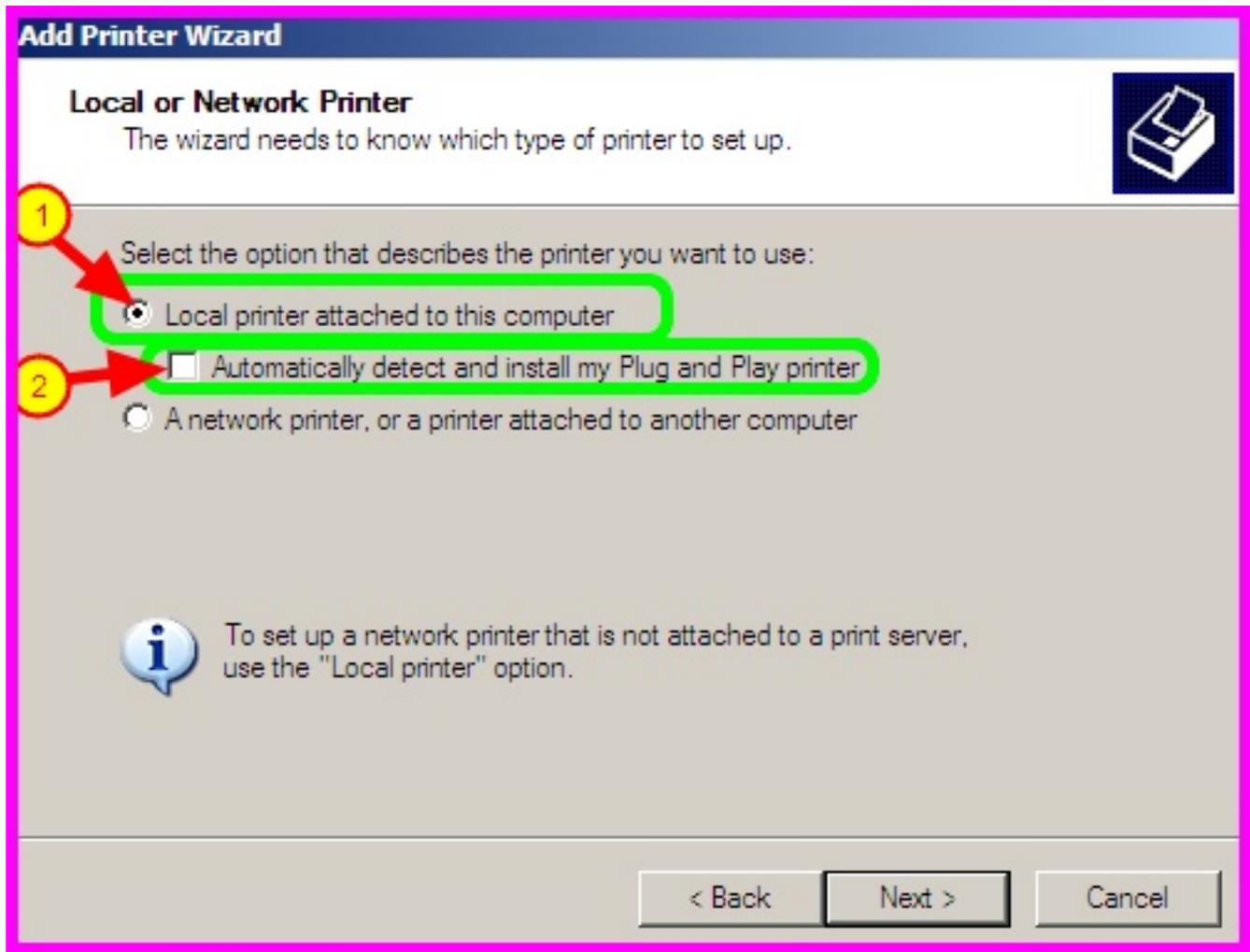
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Next >

Cancel

Next.

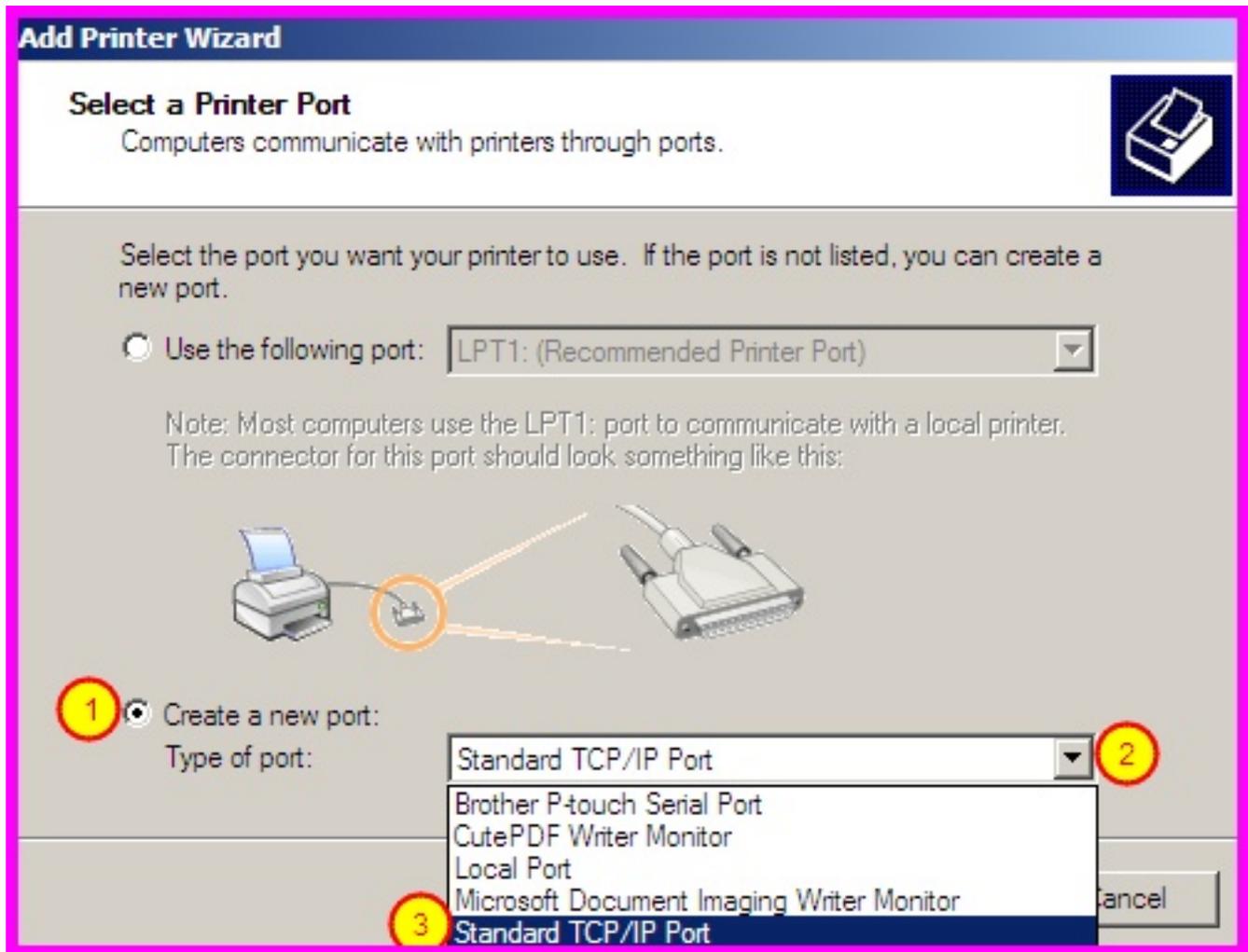
IMPORTANT: The 1st Trick



ALERT!!! This is completely NON-INTUITIVE!!! We're adding a network printer but we actually want to select "Local printer attached to this computer" and UNcheck "Automatically detect and install my Plug and Play printer".

minor (you don't have to read this blurb) fyi: the traditional (old) way of adding a network printer was to devote a computer to act as a print server ... it did all the "work" of converting print jobs from the network into printer language and sending it over the parallel port ... so then to add that printer to your computer, you'd search for the print server computer over the network and add this computer/printer combination. Of course if someone turned off the computer, the printer disappeared from the network. That's, at least in part, why we don't choose network printers the "old fashioned" way...

IMPORTANT: The 2nd Trick



Select "Standard TCP/IP Port" as shown above (some systems may list it as an HP JetDirect TCP/IP Port ... this is also OK even if you aren't printing to an HP printer). HP is/was just so dominant in the printing industry that HP JetDirect has become an industry wide standard.

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:



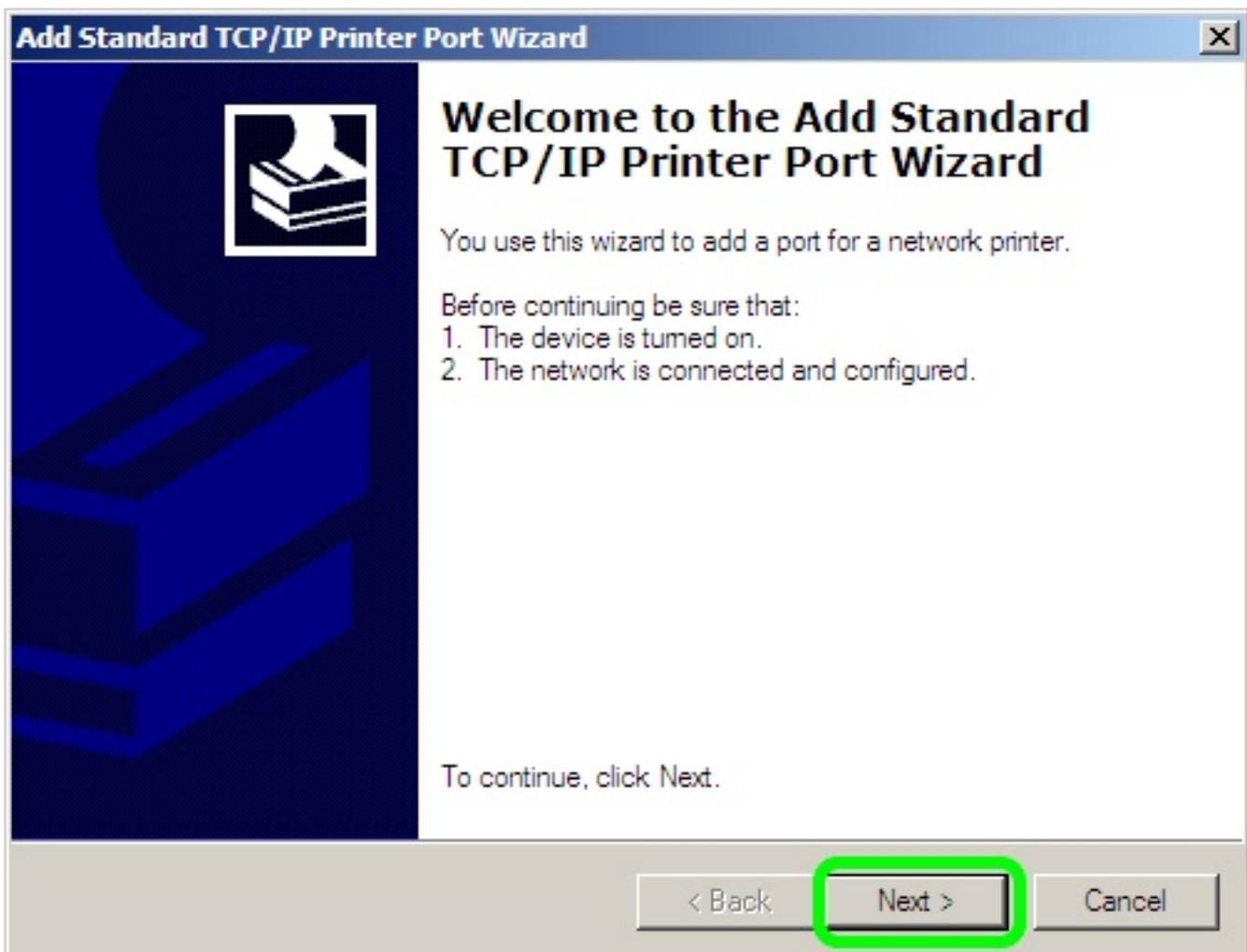
Create a new port:
Type of port: Standard TCP/IP Port ▼

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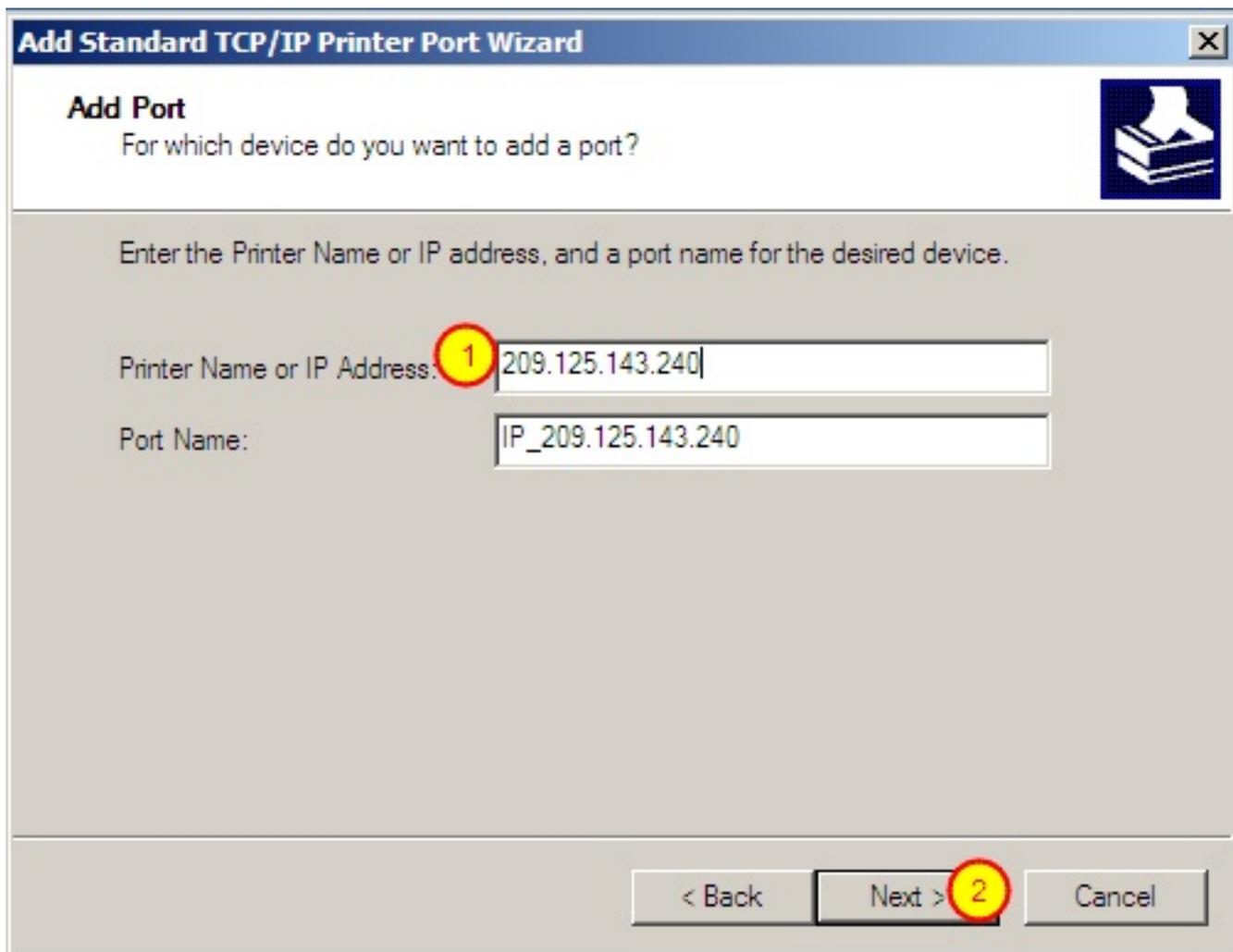
Next >

Cancel

Next



Next



Type in the printer IP number. You can often find it on the printer itself (label-maker label) or look at the IT web page for a list of printer IP addresses. The Port Name automatically fills in the information. Technically, you can change the Port Name to something more friendly but I don't generally recommend it.

ERROR: A port with name already exists. Choose another port name

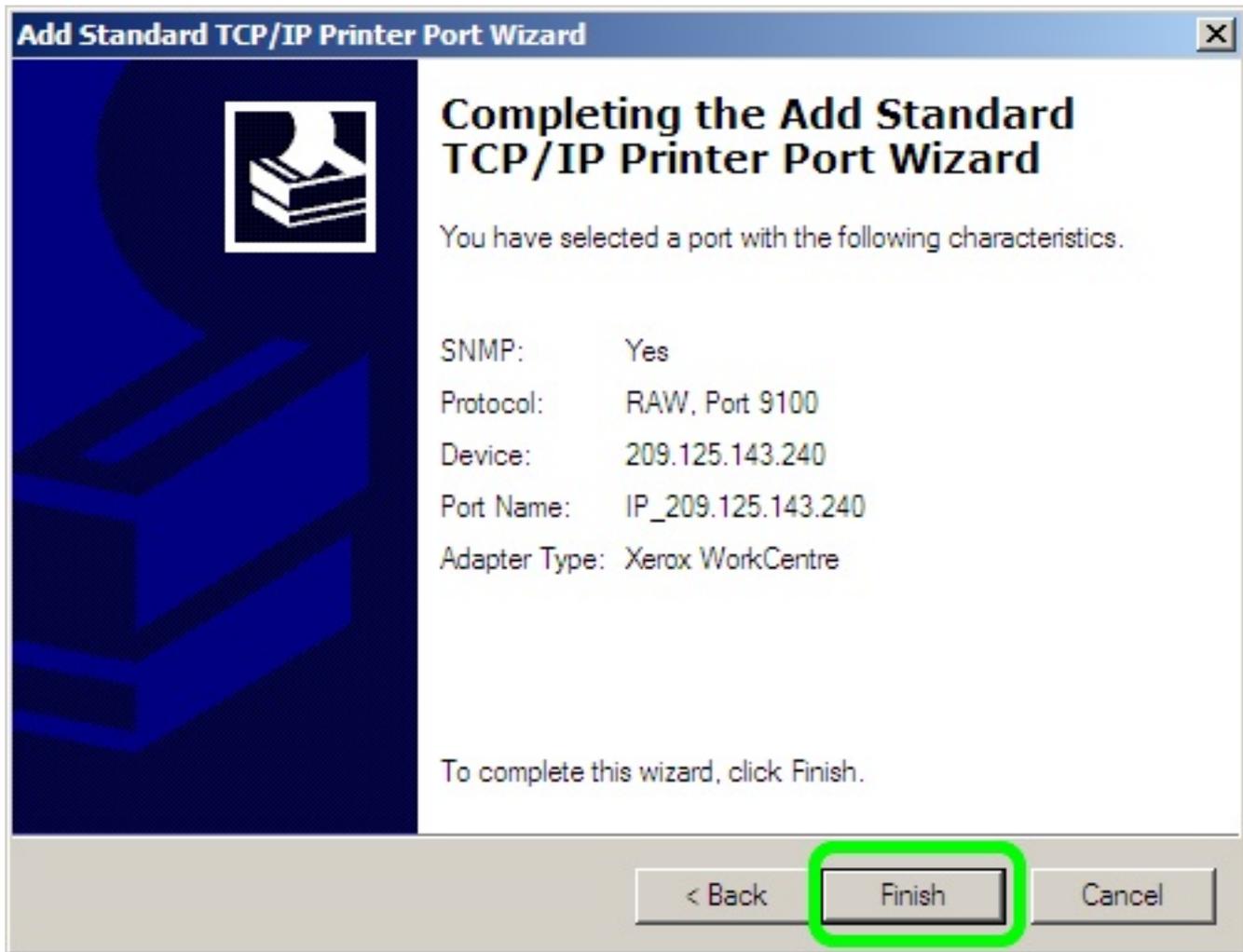
...this often happens when an older copier gets replaced with a new copier with the same network address. For the sake of these directions, just put a "b" at the end of the port NAME (the 2nd line of information in the picture above) and continue on with these instructions.

...another "expert only" option: If you're pretty familiar & comfortable with setting up printers, you could just go back a few screens and instead of making a new port, select the old pre-existing port.

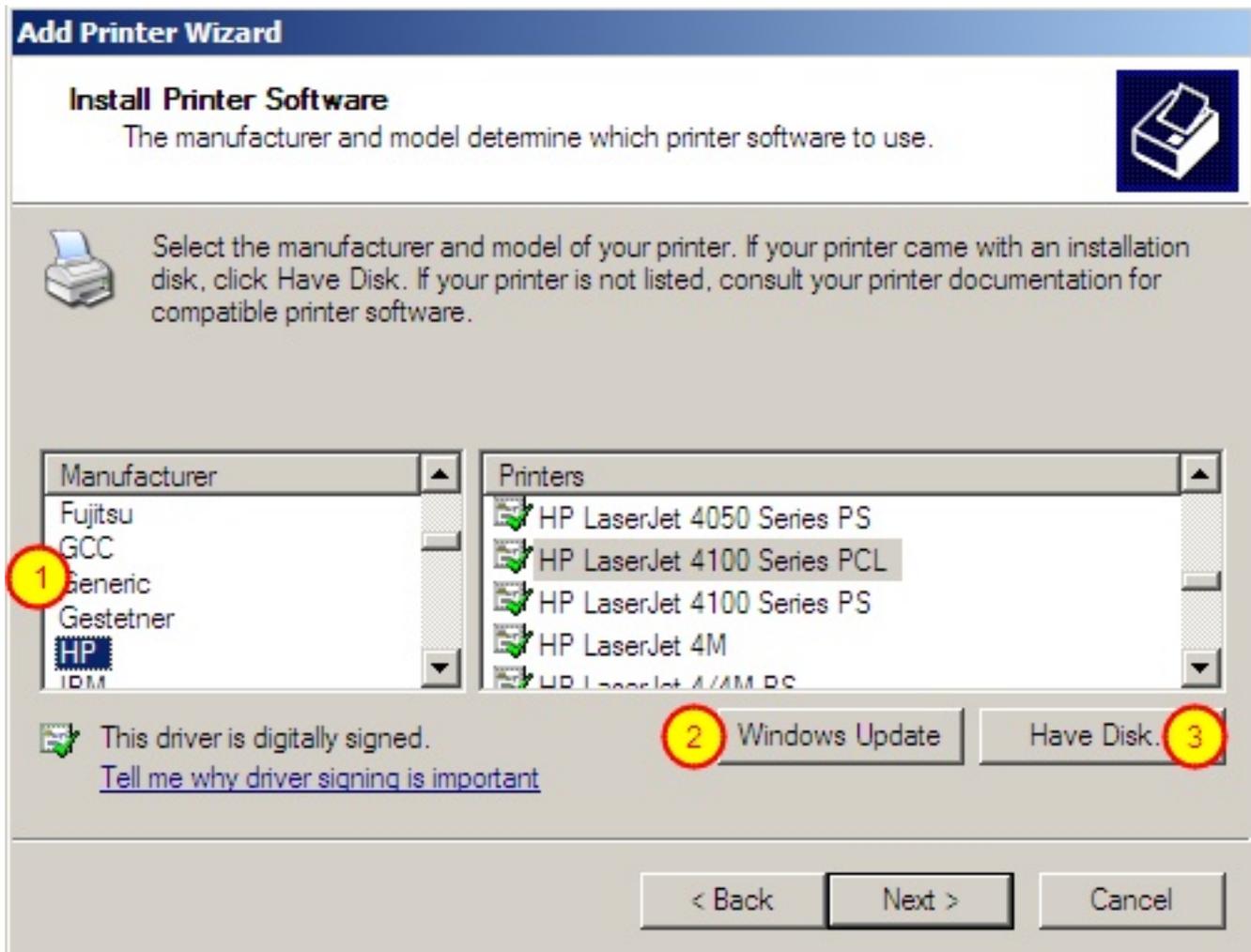
This is an incomplete list as of May 2008 (and these directions are not updated automatically so you should go to the IT page for current info):

- Palatine Main Building
- • 2nd Floor Copier Xerox 7665 at 209.125.143.240
- • Mail Room Copier Ricoh 3228C at 209.125.143.241

- . . 2nd Flr North Ricoh AP410N at 209.125.143.233
- . . Accounting HP4250 at 209.125.143.212
- . Palatine Rentals
 - . . Xerox Copier 7232 at 209.125.143.244
 - . . HP4100 (main area) at 209.125.143.239
 - . . HP4100 (by Deidra) at 209.125.143.238
 - . . Shipping HP4100 at 209.125.143.237
- . Palatine Express
 - . . Xerox Copier 7232 at 209.125.143.203
- . Knoxville
 - . . Ricoh Copier 3245C at 192.168.8.200
- . Pittsburgh
 - . . Ricoh Copier 1060 at 192.168.0.104
 - . . Ricoh Copier 2232C at 192.168.0.103
- . Houston Source
 - . . Savin Copier C3210 at 192.168.2.215
- . Houston Rentals
 - . . Xerox 133 Copier at 192.168.2.211



Finish... There may be a **LONG delay (like your computer froze)** for up to two or three minutes....



...and then after that possible delay, you'll see this page.

There are a few things you can do here

1. Look to see if the printer model is already listed -- in the picture above, you can see an HP LaserJet 4100 listed... If you were printing to an HP 4100 then you'd just select it and click Next (and then just accept the defaults after that as you'd basically be done).
2. Click the "Windows Update" button -- this is a crapshoot because there's no way to predict what drivers might be included in the update & takes forever (seriously, like 15 minutes goes by & nothing happens). I've done this successfully for an HP 4250 printer but it's really a lot faster to just get the driver over at the IT download area or from the manufacturer's site.
3. [this is what we're going to do in this example]. Click "Have Disk" (we don't have a disk but it doesn't matter -- read on & you'll see what I mean).

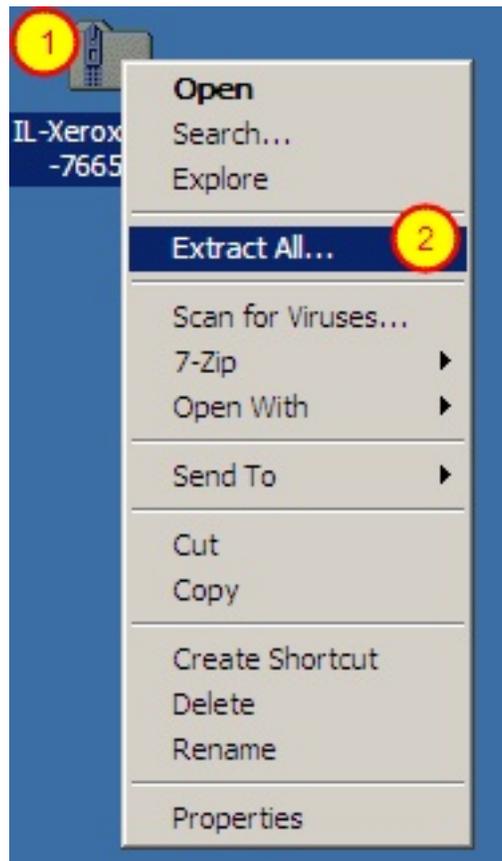


This window shows up... Which is ridiculous because most computers don't even have an A: drive anymore...

...so click "Browse"

The next two pictures are kind of a side commentary about finding drivers & expanding them.

Sidebar (you can do this part before or during all the previous instructions)



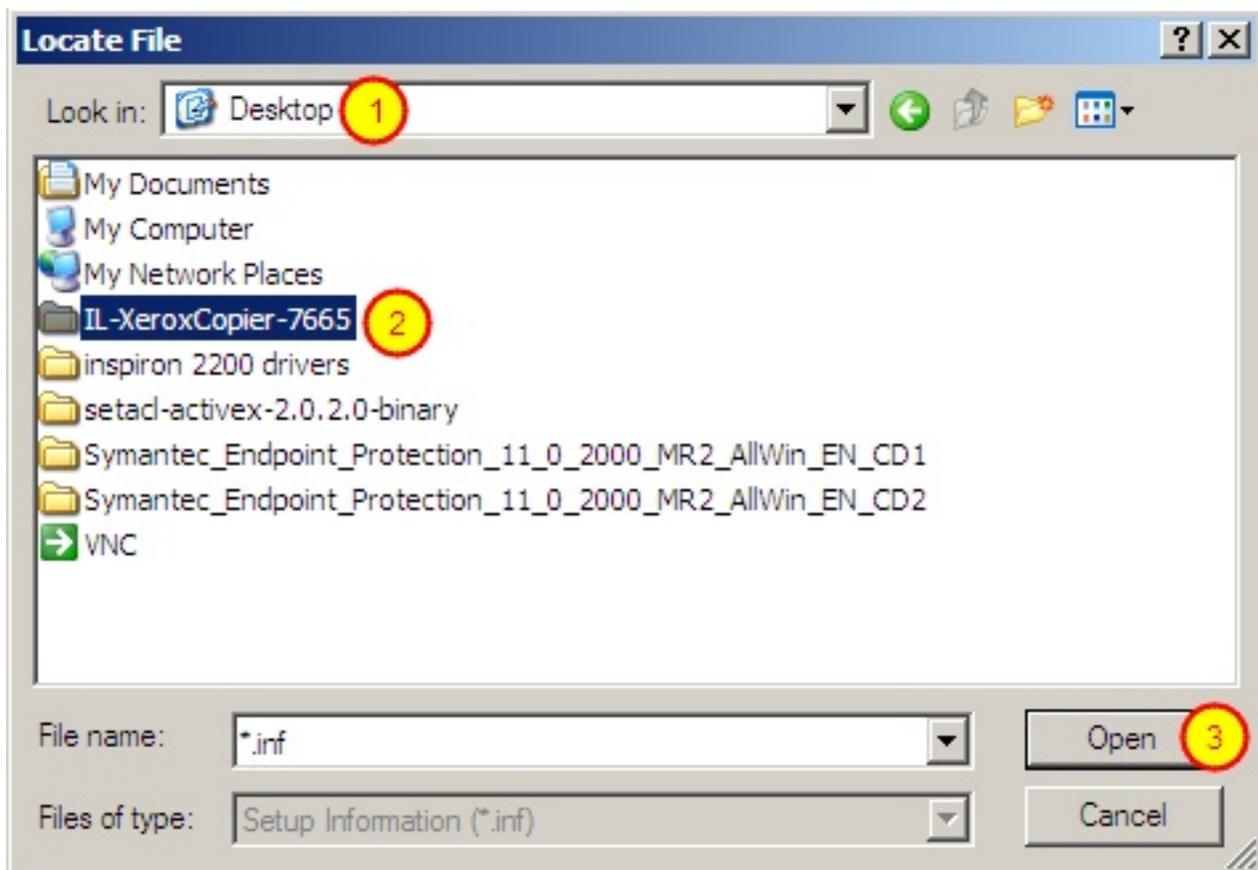
OK, now it's time to get the driver... Either go to the IT download section or go to the manufacturer

website and look up the printer under the Support/download link. You may have some choices of printer drivers. PCL 6 (or just PCL or PCL with a number after it). PS (Postscript) is also OK (Postscript is another printer protocol that some printers understand).

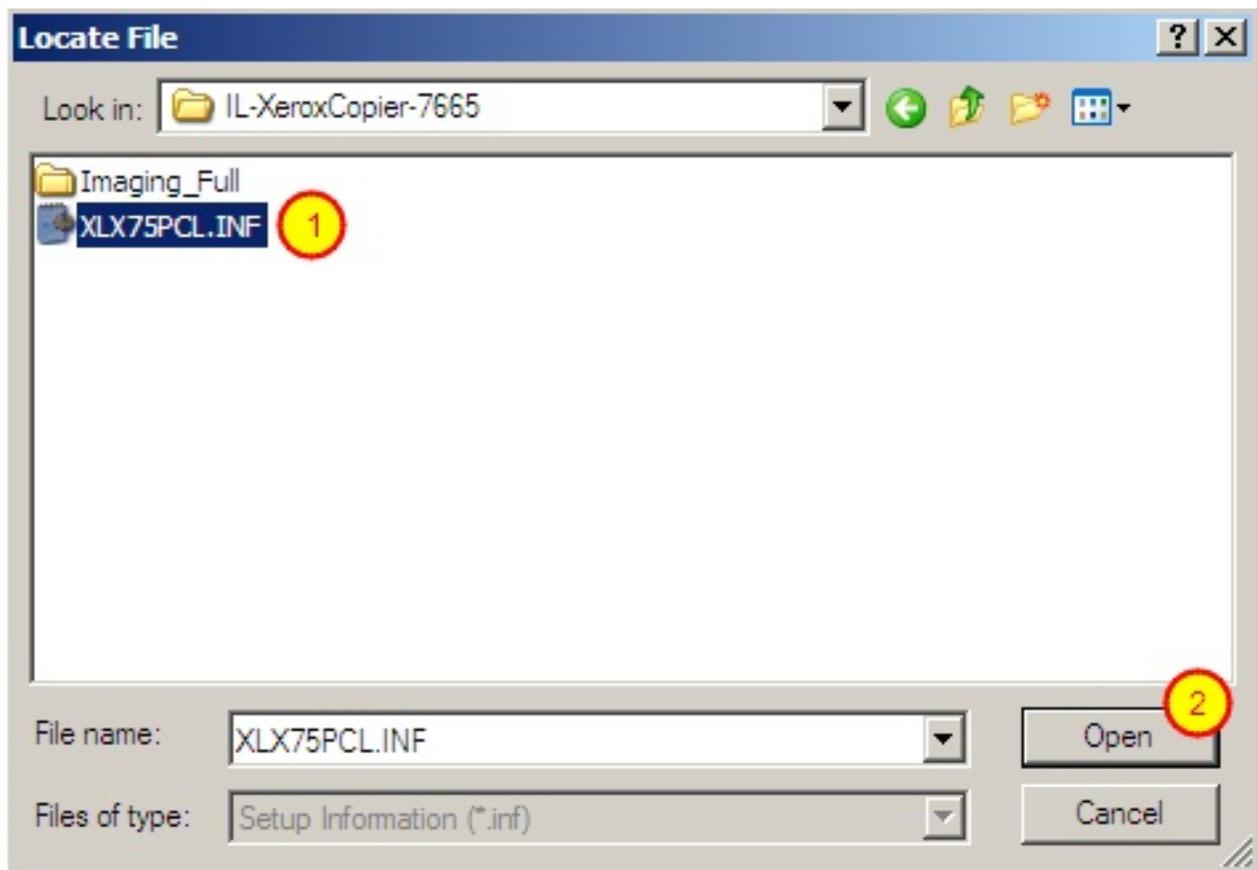
In the picture above, I've saved the driver to my desktop already & now I'm extracting (un-zipping) it (RIGHT-click & you'll see the option to Extract All). Depending on the driver & where you get it, you might not need to extract it (some ricoh drivers for example are ".exe" files and you have to double click them to make them expand into a folder).



Here we see the results of extracting... This new folder that's been created is where we'll find the driver files for the next steps.

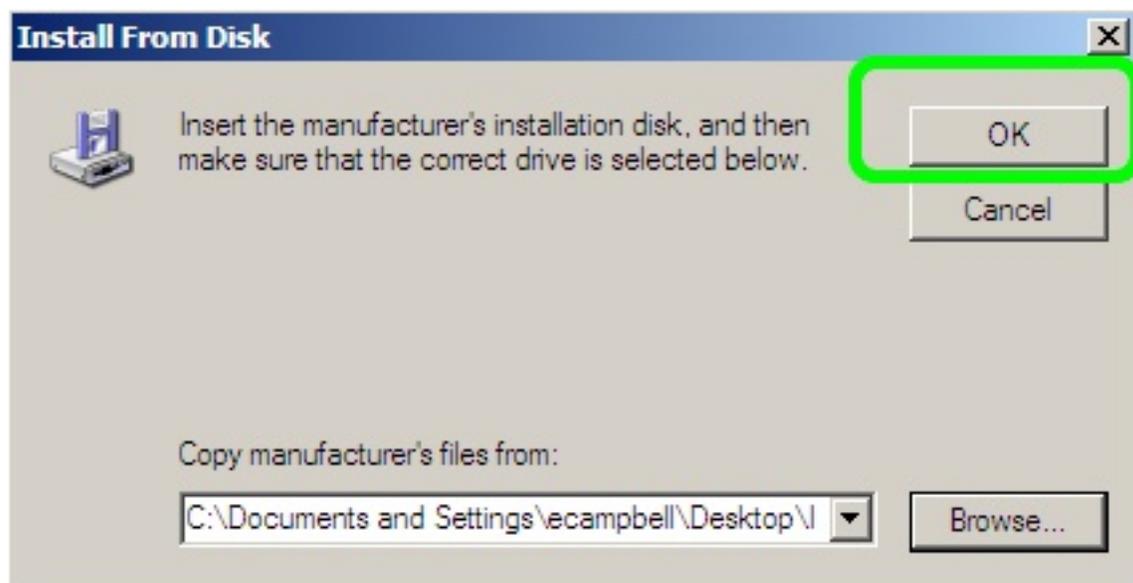


OK... back to installing the driver -- two or three pictures ago we pushed "Browse" and the picture here is what you'll see -- in this case I'm looking in "Desktop" and I've found the Xerox Copier driver folder. Open the folder

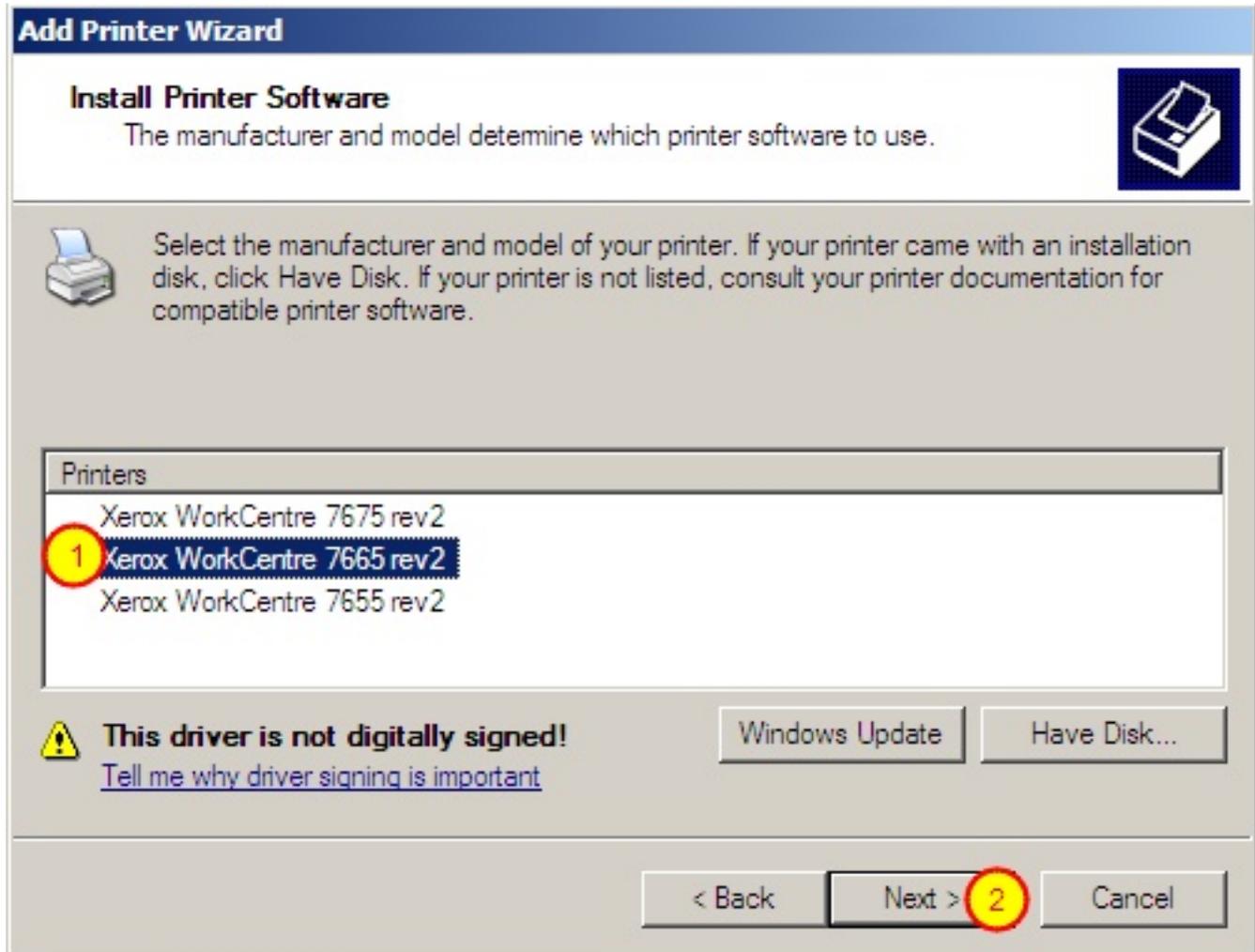


Inside you'll see an ".INF" file. Select it and click "Open".

(note: depending on your computer settings, you might not see the "INF" ending but if you can see the file and select it then you can be pretty sure it is indeed the correct INF file as all other non-INF files will not be visible in this window)



Click OK



You'll often see more than one option at this point -- pick the model you have and click Next

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:

1

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

2

Yes

No

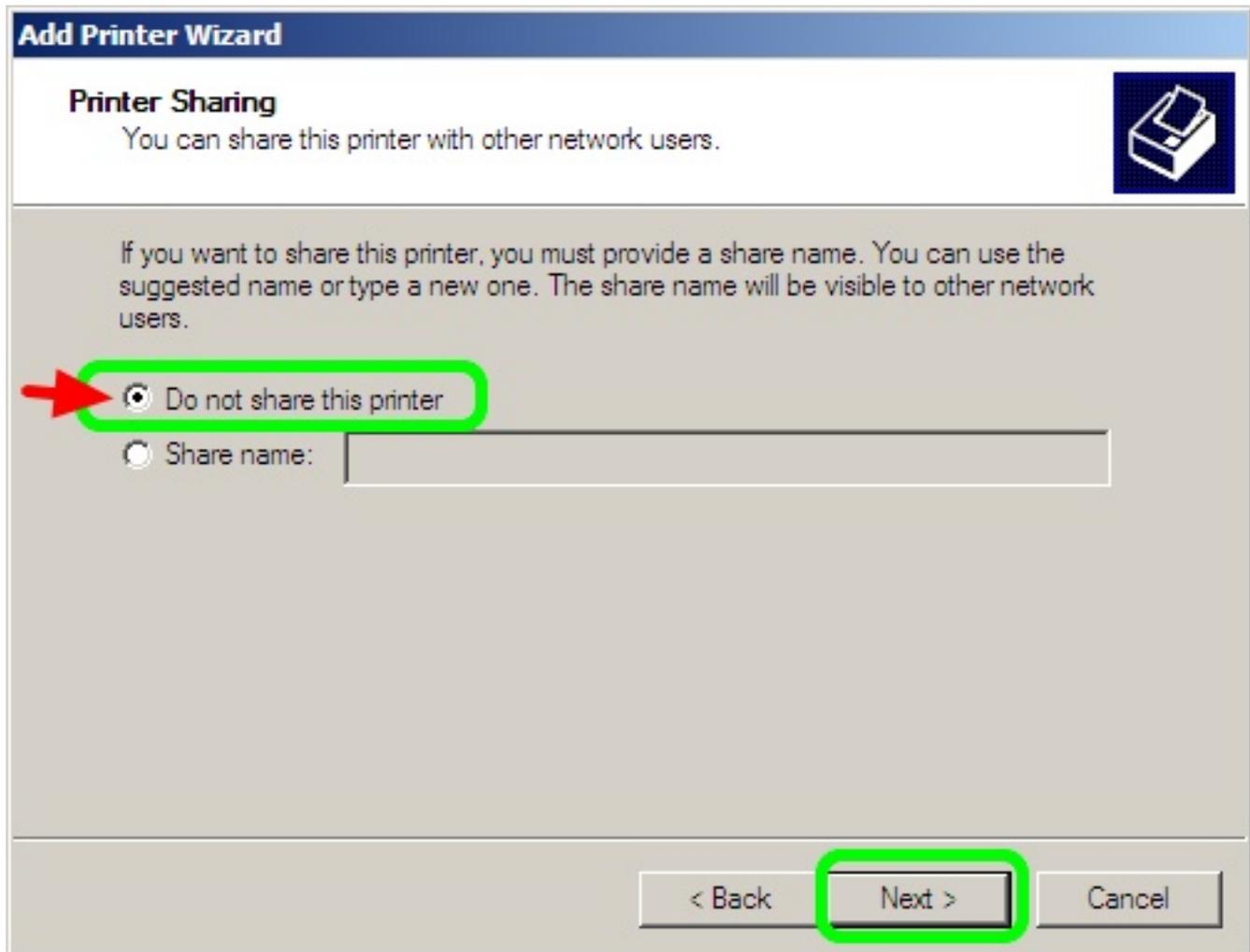
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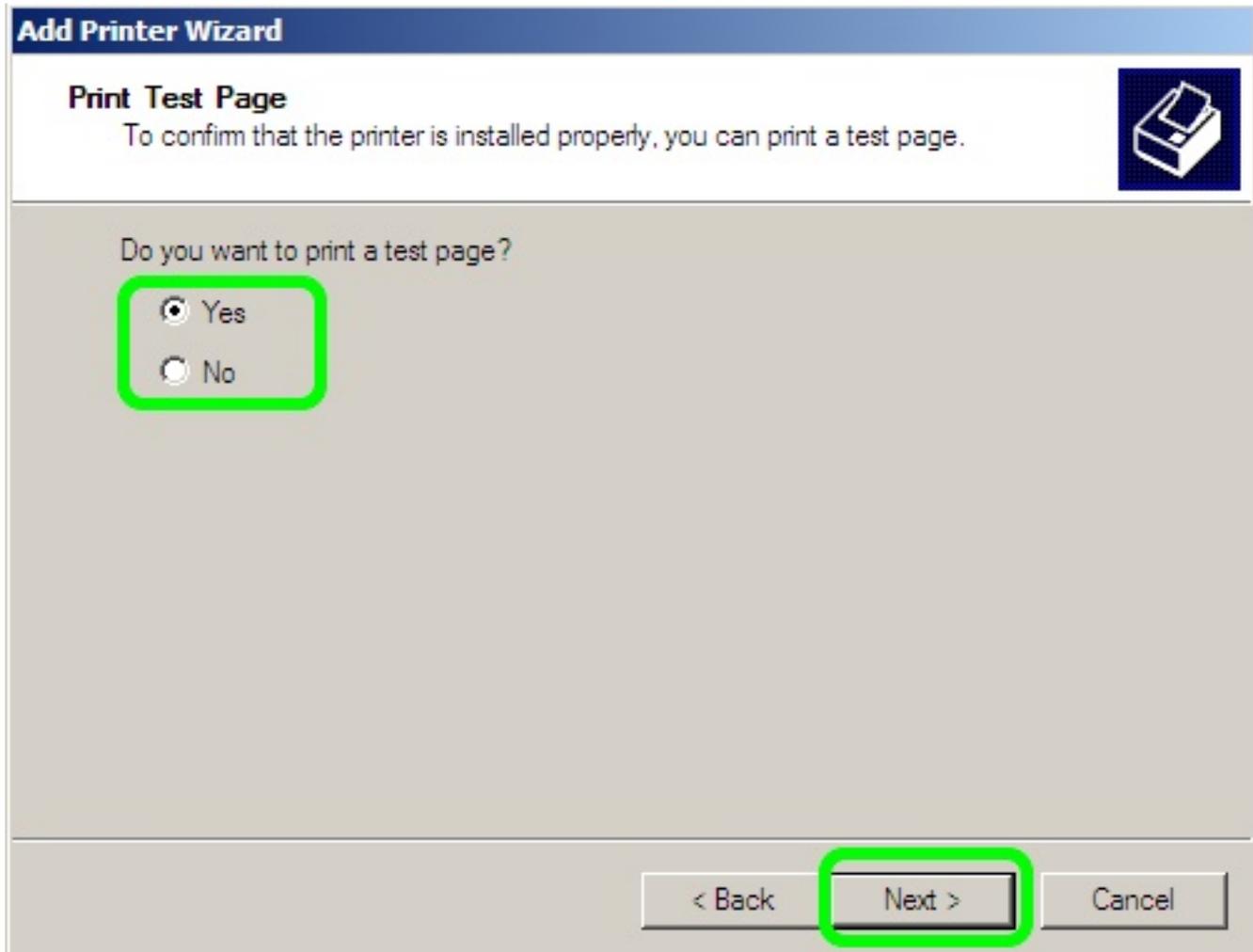
3

Cancel

1. You can change the default name to make it more descriptive.
2. Set it as your default printer or not...
3. Next



Select "Do **not** share this printer"
Next.



You can print a test page if you want (I usually don't as it occasionally causes odd issues)

Add Printer Wizard



Completing the Add Printer Wizard

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

Name: Xerox WorkCentre 7665 (by Nadia)
Share name: <Not Shared>
Port: IP_209.125.143.240
Model: Xerox WorkCentre 7665 rev2
Default: No
Test page: Yes

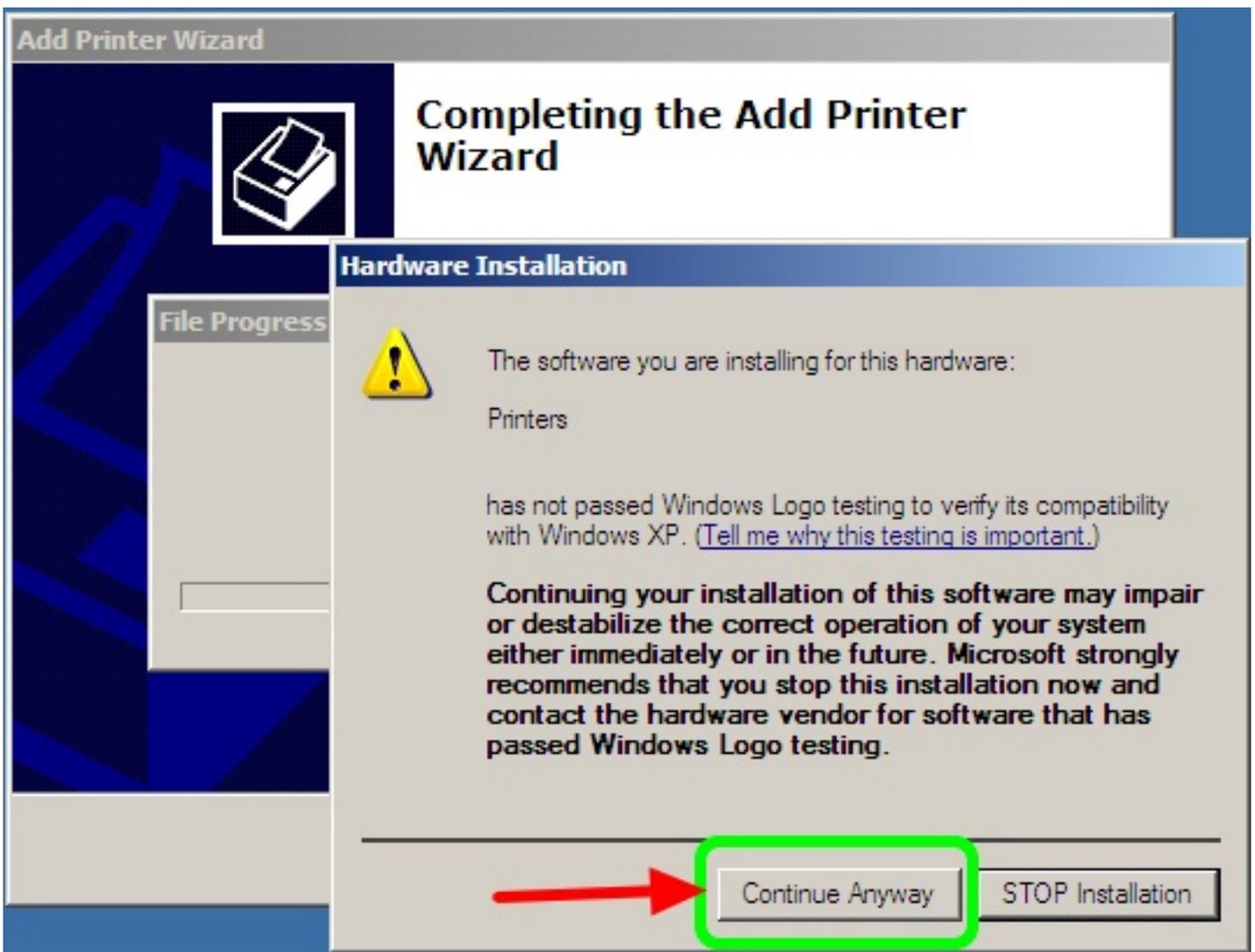
To close this wizard, click Finish.

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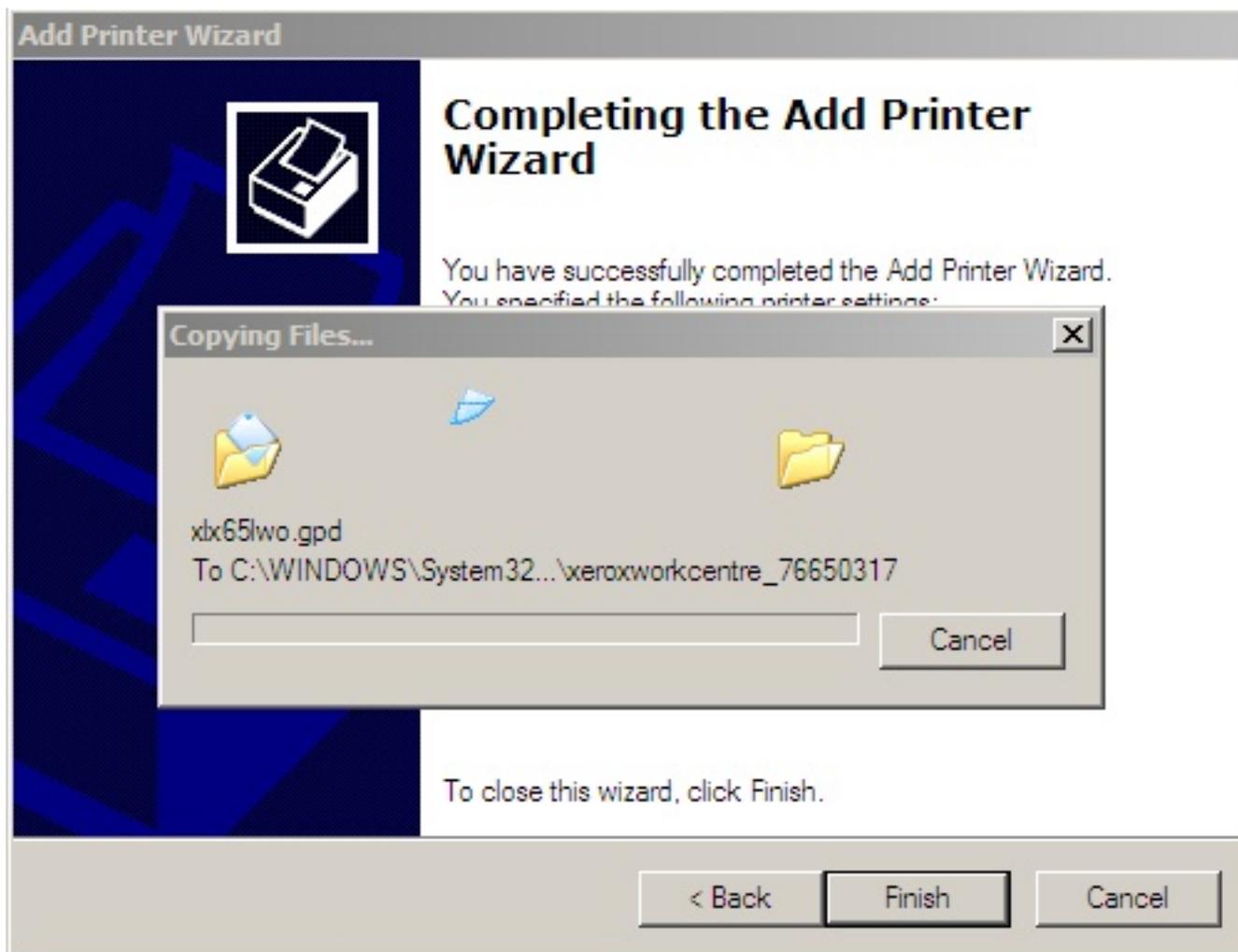
Finish

Cancel

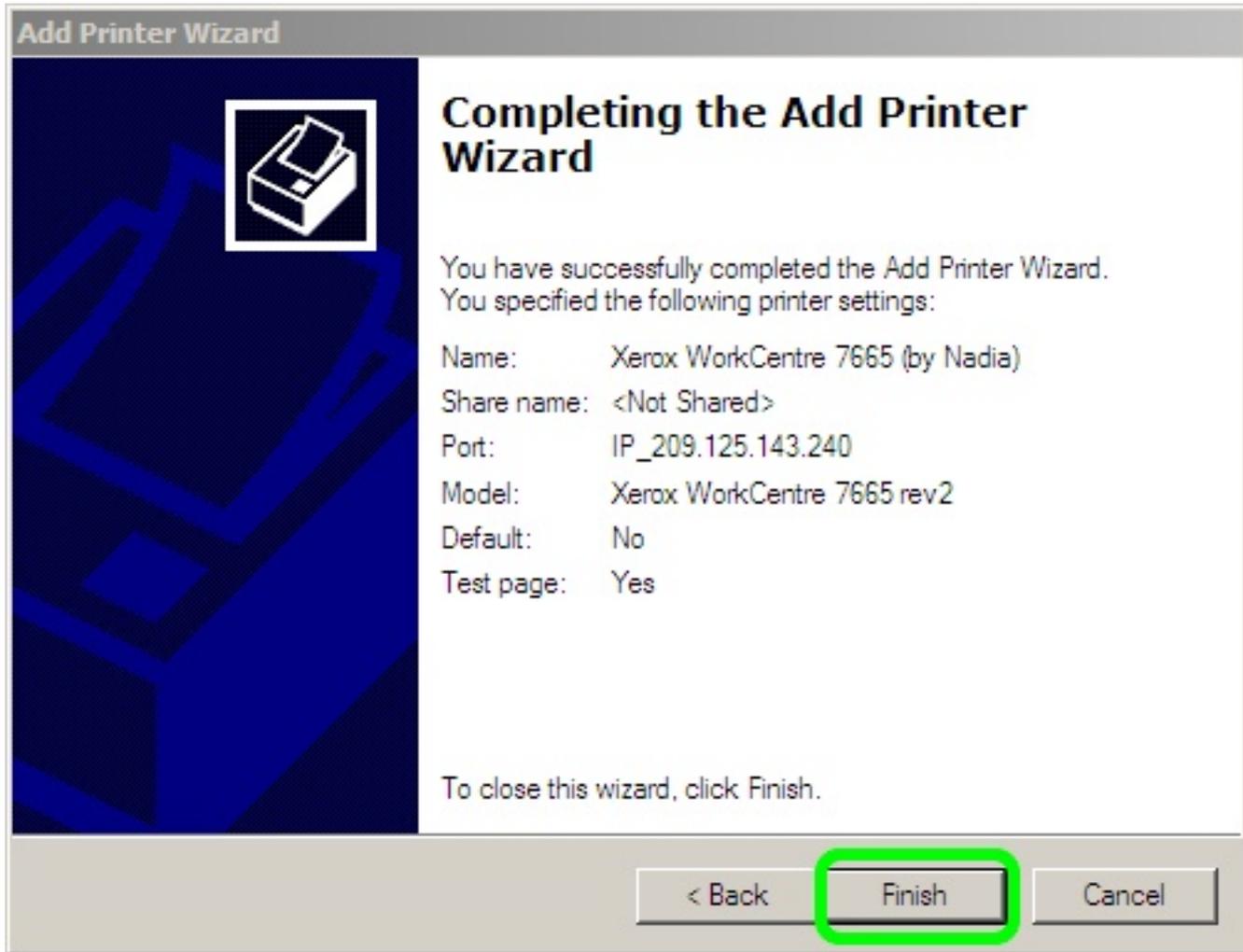
Finish



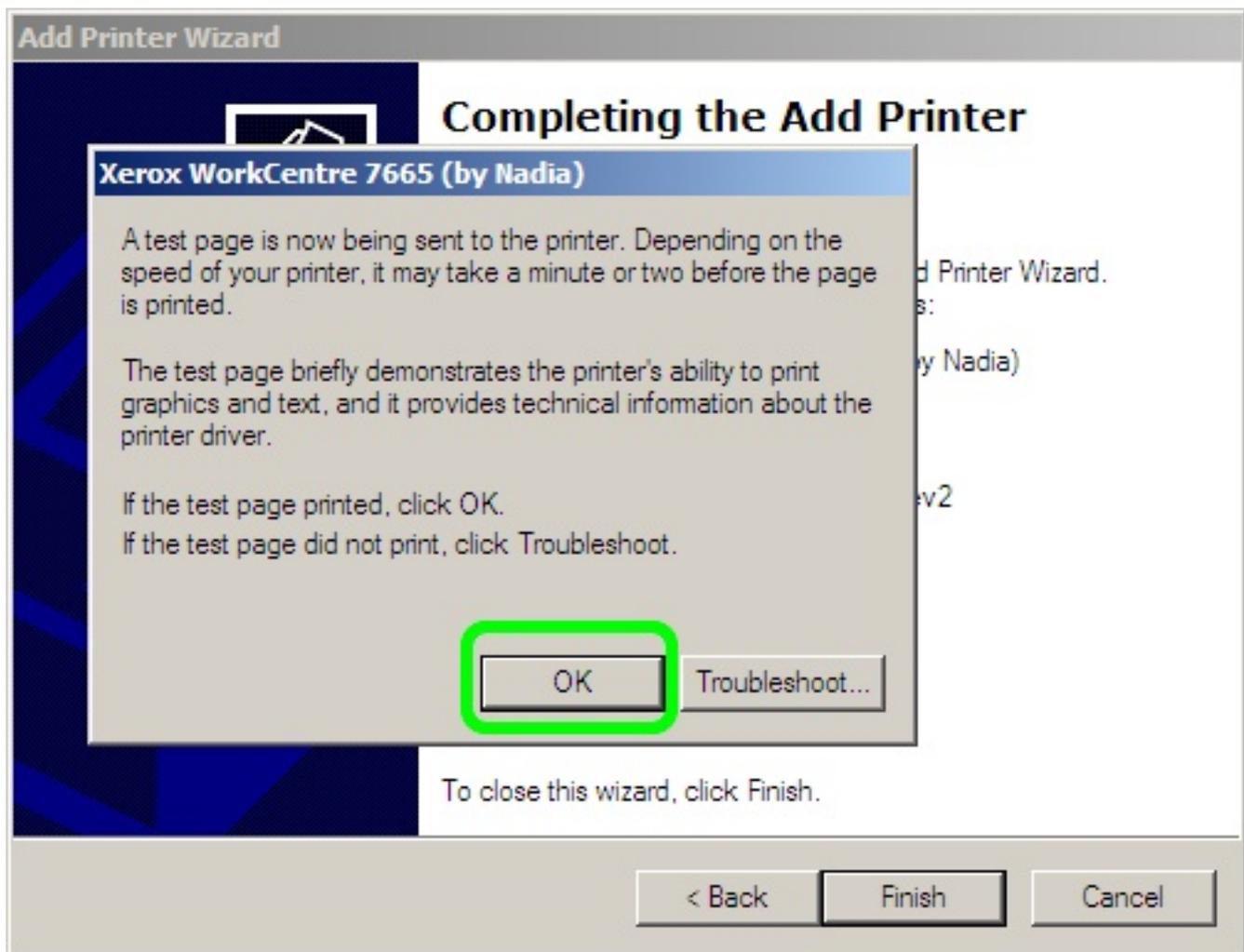
You might see a message similar to this -- ignore the warning and click **Continue Anyway**



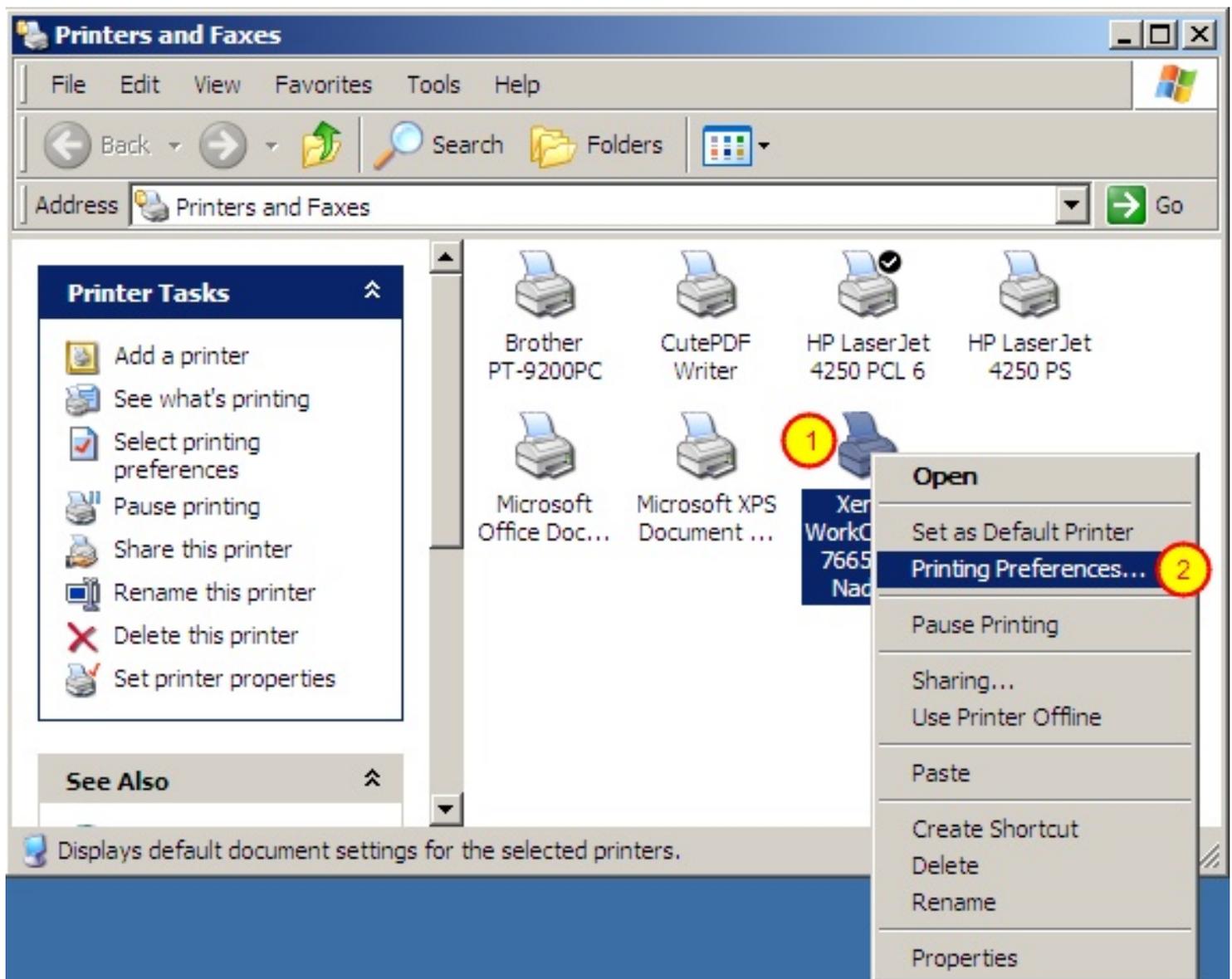
wait a minute (or three) while it copies files



Finish

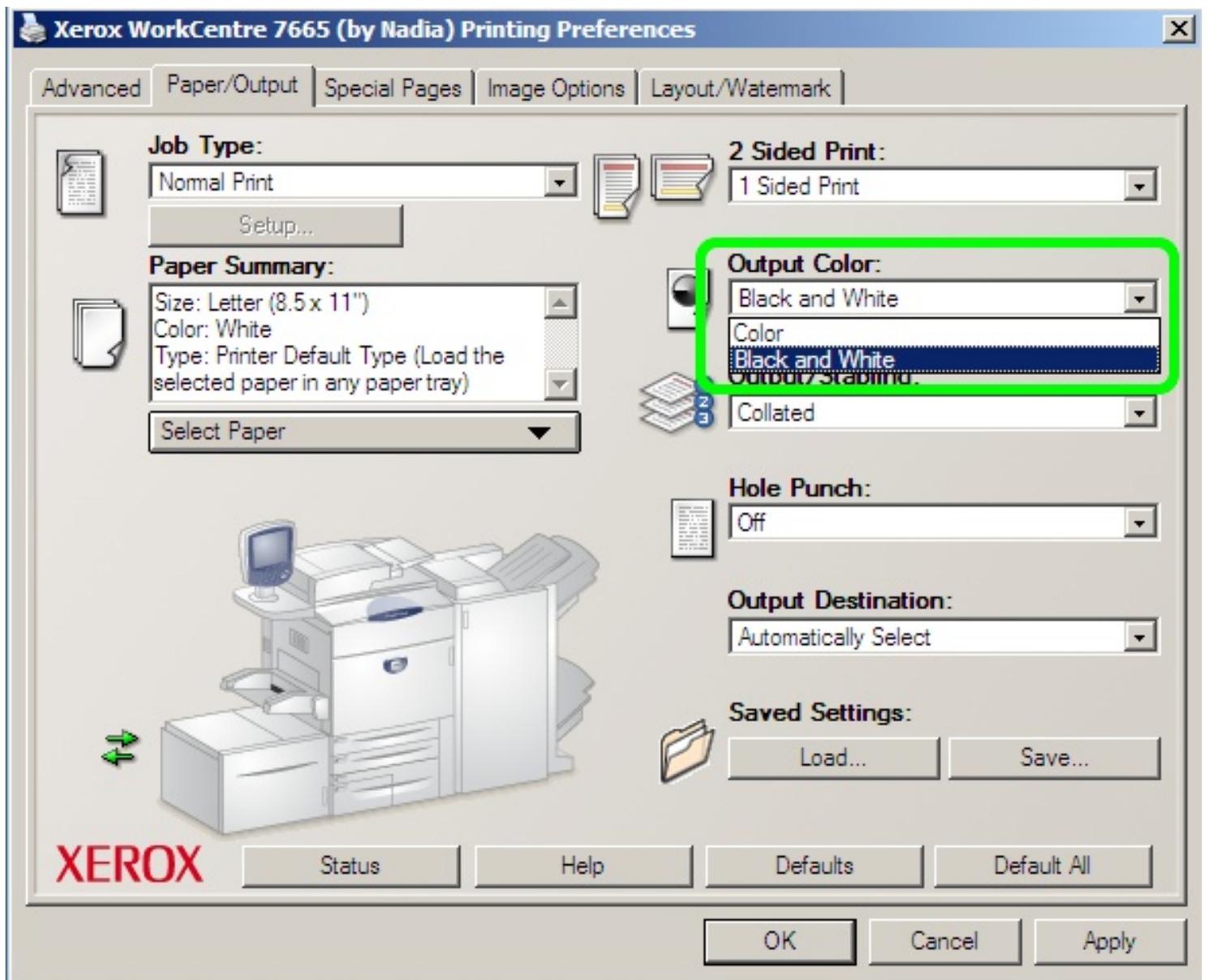


If you printed a test page, click OK (even if it doesn't print, still click OK as the troubleshoot button is useless).



For simple printers, you probably don't need to bother with this step... but if, like this example, you are setting up a copier or a color printer, you should RIGHT-click on the printer and choose "Printing Preferences".

fyi, in the picture above, we're back to the Printer and Faxes window you can get to via Start: Settings: Printers and Faxes.



This screen is different for every printer.

In this case, it's a color copier and it's a very good idea to switch "Output Color" to Black and White -- this just sets the default settings to Black and white -- you can still print color when you want to -- but most things we print should be black & white & color printing costs a lot more so you don't accidentally want to print 500 pages of color when black & white would have done just fine (fyi, that's probably about \$10 vs \$45 depending on the specific copier toner contract).

You can also (often) set different print trays and other things as defaults... again, it depends on the printer as every Preference screen is different.