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WIN - Wake Forest Information Network

Goal: Add a TCP/IP based printer in Winston B003 Laboratory

Click "START" button
 Click "Settings"
 Click "Printers and Faxes"

4. Click "Add a Printer" on the left side of the "Printers and Faxes" window.

5. Click Next



Control Panel

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Network Connections

🍓 Printers and Faxes

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Ln 2 Col 21 REC TRK E

printers and fax prin

6. Select "Local Printer Attached to This Computer". Uncheck "Automatically detect and install my Plug and Play printer".

7. Click NEXT



8. Select "Create a new port"

9. Click the drop-down box and select "Standard TCP/IP" port.

10. Click NEXT

Ndd Printer Wizard		
Select a Printer Port Computers communicate with	printers through ports.	Ŷ
Select the port you want you	r printer to use. If the port is not listed, you can create a ne	w port.
○ Use the following port	LPT1: (Recommended Printer Port)	<b>V</b>
Note: Most computers u connector for this port sh	se the LPT1: port to communicate with a local printer. The ould look something like this:	
	A CAR	
<ul> <li><u>Create a new port</u></li> </ul>		
Type of port	Adobe PDF Port	•
	Adobe PDF Port Bluetooth Printer Port	
	Local Port Microsoft Document Imaging Writer Monitor Standard TCP/IP Port	Cancel
<u>,</u>		

11. Click Next

Add Standard TCP/IF	P 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=""> Car</back>	icel

12. IMPORTANT-- In the "Printer Name or IP Address" field, type in the following

"winsb003.dhcp.wfu.edu"

13. Click NEXT

Id Standard TCP/IP Printer Add Port For which device do you want to a	Port Wizard	
Enter the Printer Name or IP add	tress, and a port name for the desired device.	
Printer Name or IP <u>A</u> ddress:	winsb003.dhcp.wfu.edu	
Port Name:	winsb003.dhcp.wfu.edu	_
	< <u>B</u> ack <u>N</u> ext>	Cancel
Add Standard TCD /ID.Drinter	· Dort Wizard	
	Port Wizard	-d

## 14. Click FINISH

Complet TCP/IP	ting the Add Standard Printer Port Wizard	
You have selec	cted a port with the following characteristics.	
SNMP:	Yes	
Protocol:	RAW, Port 9100	
Device:	winsb003.dhcp.wfu.edu	
Port Name:	winsb03.dhcp.wfu.edu	
Adapter Type:	Hewlett Packard Jet Direct	
To complete th	is wizard. click Finish.	

15. Select Manufacturer "HP" and model "HP Laserjet 1200 Series PCL" (though you can use a better driver you download from Hewlett Packard if you wish).

## 16. Click NEXT

17. Optional: If you are asked "Keep Existing Driver" answer yes, unless you know you need a need to replace the driver.

Add Printer Wizard
Use Existing Driver A driver is already installed for this printer. You can use or replace the existing driver.
HP LaserJet 1200 Series PCL
Do you want to keep the existing driver or use the new one?
Eeep existing driver (recommended)
C Beplace existing driver
(Back Next) Cancel

18. Rename the printer. A good choice would be "Winston B03 Lab" or something like that, to make it easy to remember.

Add Printer Wizard			
Name Your Printer You must assign a name to this printer.			<b>I</b>
Type a name for this printer. Because some pro name combinations of more than 31 characters, possible.	ograms do not su it is best to keep	upport printer and so the name as short	erver tas
Printer name:  Winston B003			
Do you want to use this printer as the default prin	nter?		
⊙ <u>Y</u> es			
N <u>o</u>			
	< <u>B</u> ack	<u>N</u> ext >	Cancel

19. Click "Do not share this printer"

Add Printer Wizard	
Printer Sharing You can share this printer with other network users.	Ŷ
If you want to share this printer, you must provide a sha name or type a new one. The share name will be visibi	re name. You can use the suggested e to other network users.
Do not share this printer	
C Share name:	
	Back Next > Cancel

20. Click "No" when asked to print a test page. 21. Click NEXT

Add Printer Wizard		
Print Test Page To confirm that the printer is installed properly, yo	you can print a test page.	ł
Do you want to print a test page? 이 Yos 이 전말		
	<back next=""> Cancel</back>	]

22. On the next dialog click FINISH

CONGRATULATIONS, you should now be able to print on Wired or Wireless networks to the Winston B003 printer.