## Setting up a Network Printer

## Please note:

- The document is written for a Windows 7 workstation.
- If the printer will be your default on a permanent basis, Please contact the Help Desk x 4357 to have the printer group for the printer added to your profile. This will allow any changes or updates to the print driver without disruption to your workstation.
- Installing the print driver manually does not guarantee any changes or updates to the print driver. This manual process will have to be repeated when the print driver is updated.
- Not all printers are available for general use.



1. Click on Start – Devices and Printers, the following Window appears:

Select "Add a Printer"

2. Select "Add a network, wireless or Bluetooth printer"



3. Select "The printer that I want isn't listed"

and Add Printer	×
🌀 🖶 Add Printer	
Select a printer	
Printer Name	Address 🔺
<ul> <li>HP LaserJet 1220 Series PCL on LS2UA916087D</li> <li>HP Deskjet 6940 series on LS2UA9160867</li> <li>HP Deskjet 6940 series on LS2UA9160874</li> <li>HP Deskjet 6940 series on LS2UA9160886</li> <li>HP Universal Printing PCL 5 (v5.0) on LS2UA</li> <li>HP C LaserJet 4500-PS on LS2UA8270VWH</li> <li>CCW 107 Xerox WorkCentre 6400 GPD PS on</li> <li>ESS 2504 Xerox Phaser 3635 MFP GPD PS on</li> </ul>	ESS2429 CCW 107 ESS 2504
	Search again
The printer that I want isn't listed	
	Next Cancel

4. As the next window that appears, "Find a printer by name or TCP/IP address", the "Find a printer in the directory, based on location or feature" is selected by default. Click on NEXT.

and Add Printer	×
🌀 🖶 Add Printer	
Find a printer by name or TCP/IP address	
Find a printer in the directory, based on location or feature	
Select a shared printer by name	
	Browse
Example: \\computername\printername or http://computername/printers/printername/.printer	
C Add a printer using a TCP/IP address or hostname	
1	lext Cancel

5. The "Find Printers" window appears, Select the "Printers" tab and in the "Name:" field, type in the building/location of the device. Click on "Find Now". A list of the printers located within the location entered will appear in the "Search Results" window.

Find Printers			
	tory		Browse
Frinters Features	Advanced		Find Now
Name:			Stop
Model:			Clear All
			ок
Search results:			
Name		Location	Model 🔺
P AC-ESS-1203-01		·	HP Un
Test AC-ESS-1202-01			HP Un
AC-ESS-1200-01			HP Un
AC-ESS-1115a-01			HP Un
AC-ESS-1115-01			HP Un
AC-ESS-1107-01			HP Un
C-ELA-231-01			
			<u> </u>
396 item(s) found			1.

## 6. Select your printer (double-click).

🧊 Find Printers				
File Edit View				
ler 🔽 Estin Directory				Province
				browse
Printers Features Adva	nced			
· · · ·			[ [	Find Now
Name: wss				<u></u>
Location:				stop
				Clear All
Model:			1	
				<i>-</i>
				ОК
Search results:				
Name		Location		Model 🔺
wss 220 HP Laser Jet 40	00 UPD PS	WSS 220		HP Un
👼 WSS 220 Xerox Phaser 3	635 MFP GPD PS	WSS 220		Xerox
👼 WSS 204 Xerox Color Qu	be 9201 GPD PS	WSS 204		Xerox
👼 WSS 202 Xerox WorkCer	tre 7535 GPD PS	WSS 202		Xerox
WSS 200 Xerox WorkCer	tre 4250 GPD PS	WSS 200		Xerox
🖷 WSS 115 Xerox Phaser 3	635 MFD GPD PS	WSS 115		Xerox
🕎 WSS 111 Xerox Color Qu	be 9201 GPD PS	WSS 111		Xerox 📮
•				<u> </u>
25 item(s) found				

7. The "Windows Printer Installation" window will appear installing the printer selection.

	Add Printer
_	🕞 🖶 Add Printer
	Find a printer by name or TCP/IP address
	<ul> <li>Find a printer in the directory, based on location or feature</li> </ul>
	C Select a shared Windows Printer Installation
ybo	Example: \\ PrintServer-3.tri-c.edu
	http://com Looking for a driver
	C Add a printer
Fa	
	Next Cancel

8. After the installation is complete, the following window appears and Select "Next".



9. The next window will appear indicating you successfully added the printer and will allow you to "set as the default printer" or "print a test page". Click on "Finish".

🧈 Ad	dd Printer	×
$\bigcirc$	and Add Printer	
	You've successfully added WSS 111 Xerox Color Qube 9201 GPD PS on PrintServer-3	
	Set as the default printer	
	To check if your printer is working properly, or to see troubleshooting information for the printer, print a	
	test page.	
	Print a test page	
	Finish Cancel	



## 10. You have completed the manual printer installation.