



Windows Printing Guide

Technical Manual

Adding an Attached Printer

Exercise Objective:

In this exercise you will configure Windows to operate a printer that's attached to a computer workstation. At the end of this exercise, you should be familiar with this procedure as you will connect, add, and then print to a printer connected to a workstation.

Name:	
Period:	
Date:	

Discussion of Fundamentals:

Installing devices like printers is a common task for computer service and support technicians. The process isn't as straightforward as you might think. There are a few variables to consider and installation problems do occur. Printer installation is managed through the Control Panel and the guide in this exercise will walk you through any printer installation challenge.

Research Resources:

Company
Microsoft

Web Site
<http://www.microsoft.com>

Description
Microsoft Technical Support

Required Materials:

- Printer
- Printer User Manual
- Internet Access

Procedure:

Complete each of the following steps in this exercise. When you see a \checkmark ... That's an indication that you need to do something. Print out this exercise and use it to keep track of your progress while performing the following steps.

ADDING A LOCAL PRINTER (ATTACHED)

Add a printer that is attached to your computer.

1. \checkmark Connect the printer to the appropriate port on your computer according to the printer manufacturer's instructions.
2. \checkmark Windows 2000 and Windows XP automatically install most printers. However, for older printers, you may be required to provide additional information to complete the installation. Choose one of the following, depending on the type of printer you have.

Install a Parallel Port (LPT) Printer

- ✓ If your printer attaches to your computer with a parallel port (LPT port), connect the printer to your computer, and then open Printers Double-click **Add Printer** to start the Add Printer wizard, and then click **Next**. Click **Local Printer**, make sure the **Automatically detect my printer** check box is selected, and then click **Next**. Depending on the printer you are installing, a Found New Hardware message or the Found New Hardware wizard appears to notify you that the printer has been detected and that installation has begun. Follow the instructions on the screen to complete the printer installation.
- ✓ Alternatively, after connecting your printer, you can start or restart your computer to allow Windows to automatically start the Found New Hardware wizard.
- ✓ The printer icon will be added to your Printers folder.

Install a USB or IEEE 1394 Printer

- ✓ If you install a universal serial bus (USB) or IEEE 1394 printer, Windows detects it and automatically starts the Found New Hardware wizard. You do not need to shut down or restart your computer. Simply follow the instructions on the screen to finish installing the printer.
- ✓ The printer icon will be added to your Printers folder.

Install an Infrared Printer

- ✓ If you install an infrared printer, Windows detects it and automatically installs it. You do not need to shut down or restart your computer. First, make sure that the infrared-enabled computer and printer are both turned on. Then position the two infrared capable devices to within approximately 1 meter of each other to establish a wireless infrared connection. After several seconds the computer will recognize the printer, the printer icon will appear in the status area of the taskbar, and the appropriate drivers will be installed on the computer.
- ✓ The printer icon will be added to your Printers folder.

Printer Installation Problems

- ✓ If you could not install your printer using Plug and Play, or if the printer is attached to your computer with a serial (COM) port, then open Printers.
- ✓ Double-click **Add Printer** to start the Add Printer wizard, and then click **Next**.
- ✓ Click **Local printer**, make sure that the **Automatically detect my printer** check box is cleared, and then click **Next**.
- ✓ Follow the instructions on the screen to finish setting up the local printer by selecting the printer port, selecting the manufacturer and model of your printer, and typing a name for your printer.
- ✓ When you are finished, the icon for the printer appears in your Printers folder.

Completing the Installation

- ✓ If you add and set up a Plug-and-Play printer (for example, USB, IEEE 1394, LPT, or Infrared), you do not need to have administrative privileges. However, to add and set up a non Plug-and-Play printer connected directly to your computer, you must be logged on as an administrator or a member of the Administrators group. If your computer is connected to a network, network policy settings may also prevent you from completing this procedure.
- ✓ To open Printers, click **Start**, point to **Settings**, and then click **Printers**.

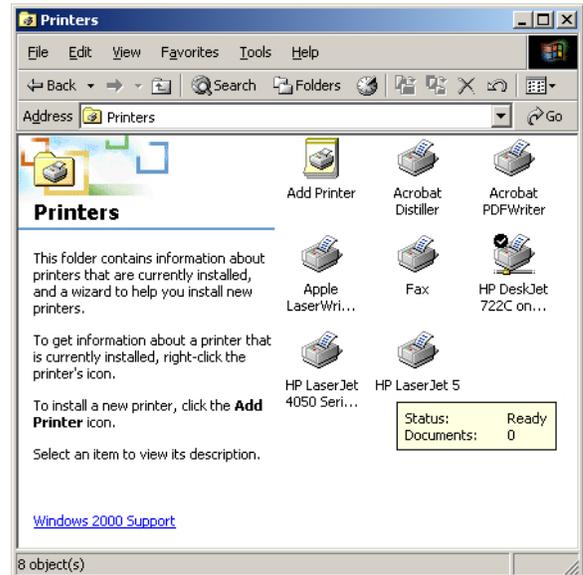


Figure 1. If you could not install your printer using Plug and Play then open Printers and click Add Printer.

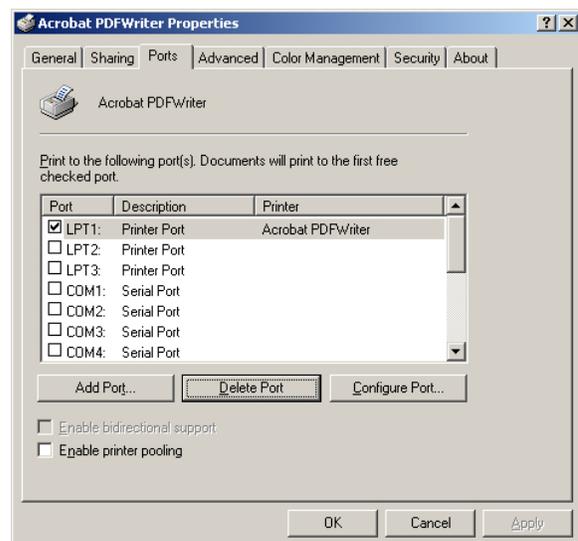


Figure 2. When adding a printer, you'll also need to select a port for the printer to use.

5.√ When you add a printer using the Add Printer wizard, you normally select one of the parallel (LPT) ports from the **Existing** list when prompted to **Select the Printer Port**. For some plotters, however, you may need to select one of the serial (COM) ports.

6.√ Once you have set up the printer, you can share it with other users on the network. If you intend to share the printer with users running other versions of Windows (Windows 95 and 98, and Windows NT 3.5 and 4.0), you can install the appropriate printer drivers on your computer so those users can connect to the printer without being prompted to install the drivers missing from their systems.

7.√ If you want to print a test page, first make sure your printer is turned on and ready to print.

8.√ If your computer does not support infrared technology, you can attach an infrared transceiver to your serial (COM) port, which will allow you to print over a wireless infrared connection.

() Supervisor Check

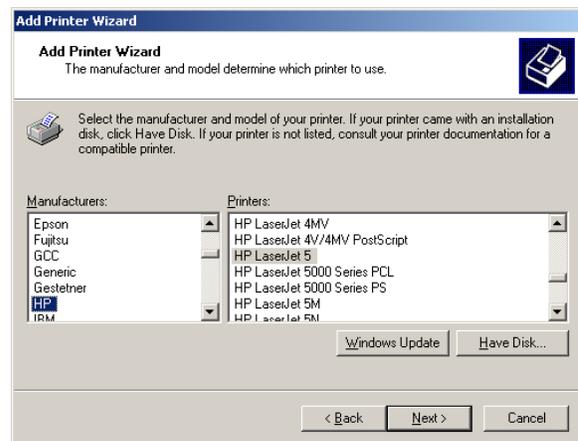


Figure 3. The final step in adding a printer is selecting the manufacturer and printer model so the right drivers are installed.