

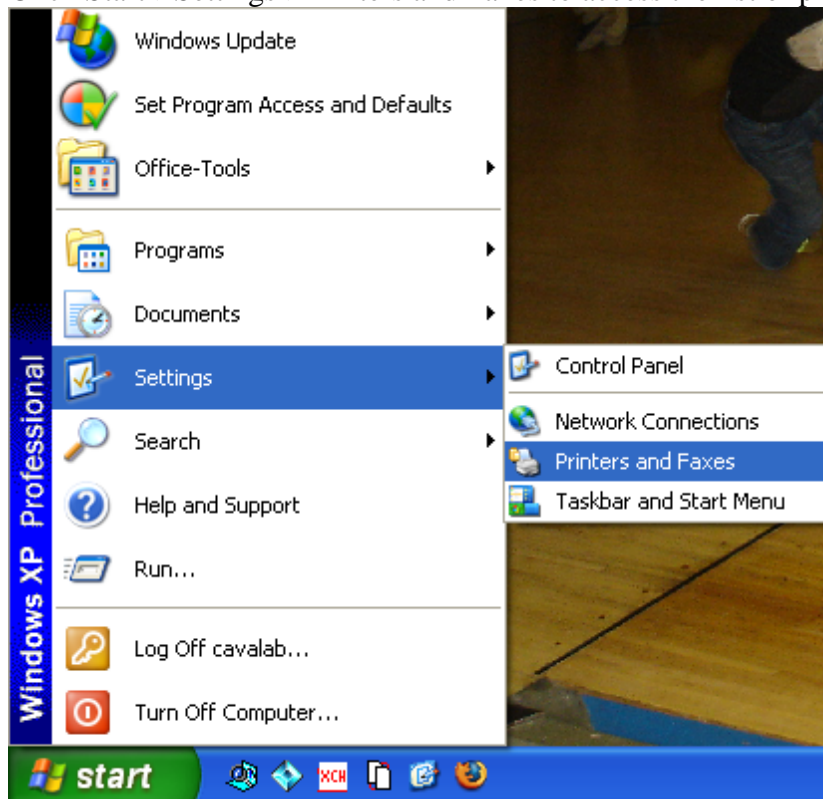
# Connecting to a Networked Printer (NOT windows shared) in Windows 2000/XP

## Overview

In most laboratory environments, there are one or more printers that are directly connected to the network and shared between many computers. While Princeton OIT provides a windows shared printer mechanism for accessing these (\\ntprintserver), the drivers they use for printers are often old, incomplete, or crash on certain classes of documents (e.g. large photos). With windows 2000 and later, it is possible to instruct windows to "directly" print to such a network printer without going through OIT servers.

## Windows 2000/XP/2003 Configuration

1. Click Start->Settings->Printers and Faxes to access the list of printers:



If there is no "Printers and Faxes" under settings, select "Control Panel" instead and then double click the "Printer and Faxes" Icon.

2. Double click "add printer" icon to start the printer wizard:



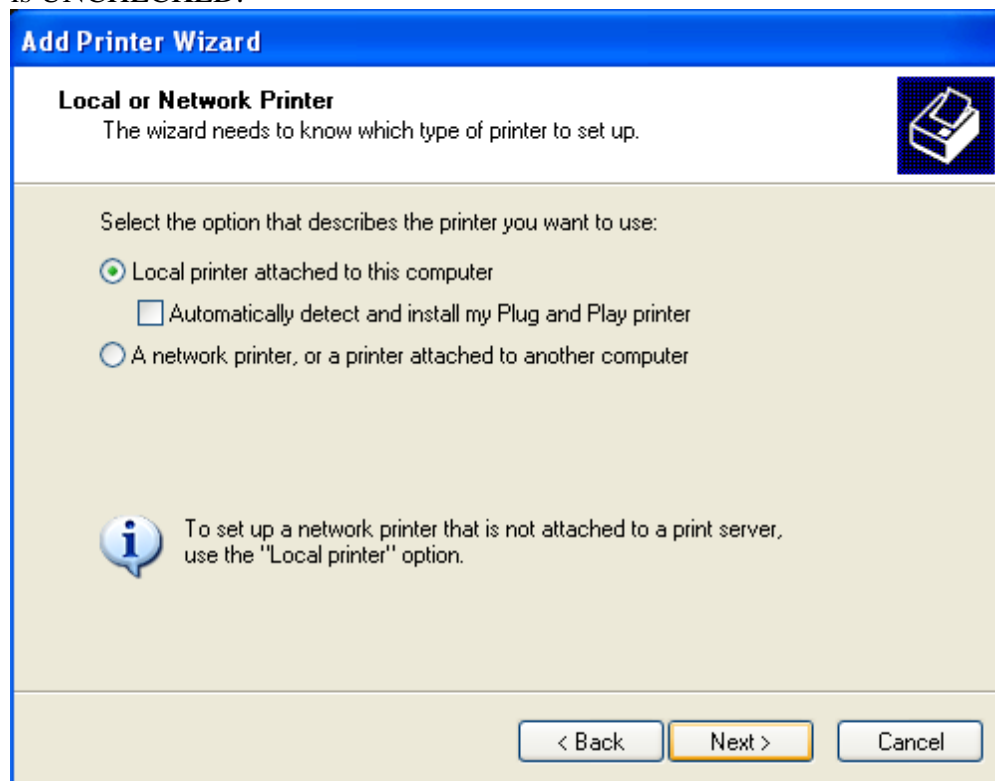
Note that instead of being an icon like shown, "add printer" may be listed as a task on the left side of the window; in that case, single click it to start the wizard.

3. The add printer wizard:



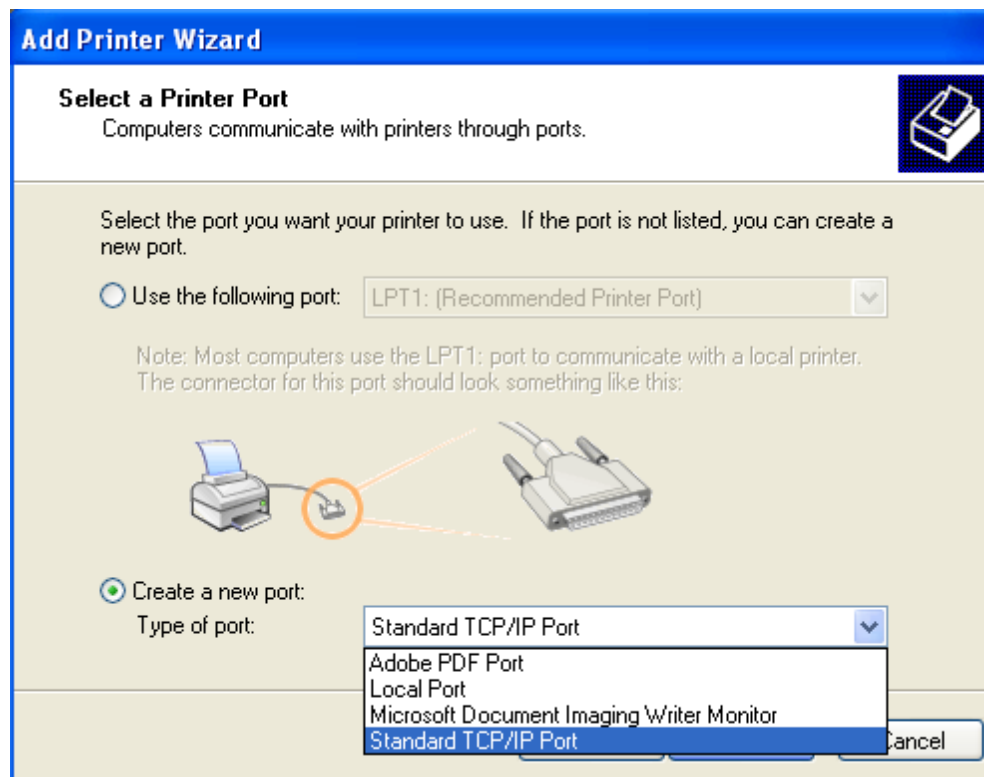
will appear. Click next.

4. Make sure "local printer" is selected and that "Automatically detect and install my plug and play printer" is UNCHECKED.

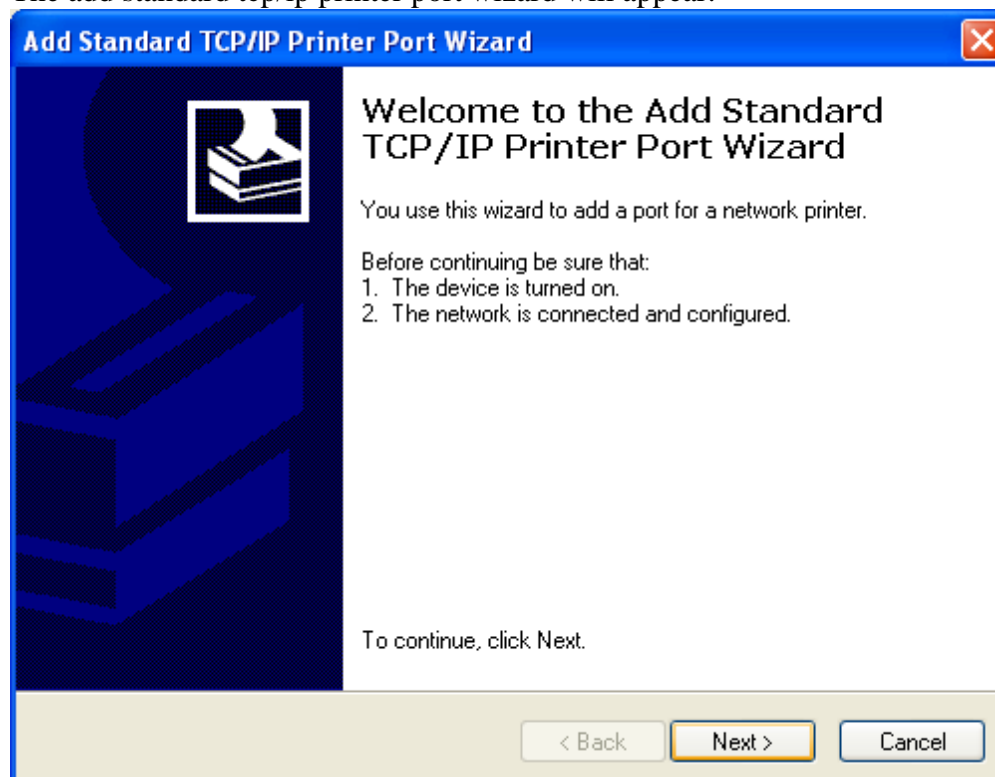


We want to select "local printer" even though the printer is on the network! It is called a "local" printer because we will NOT be going through another windows machine to print. Click next.

5. Select "create a new port", and for the port type select "Standard TCP/IP Port". Then click next:

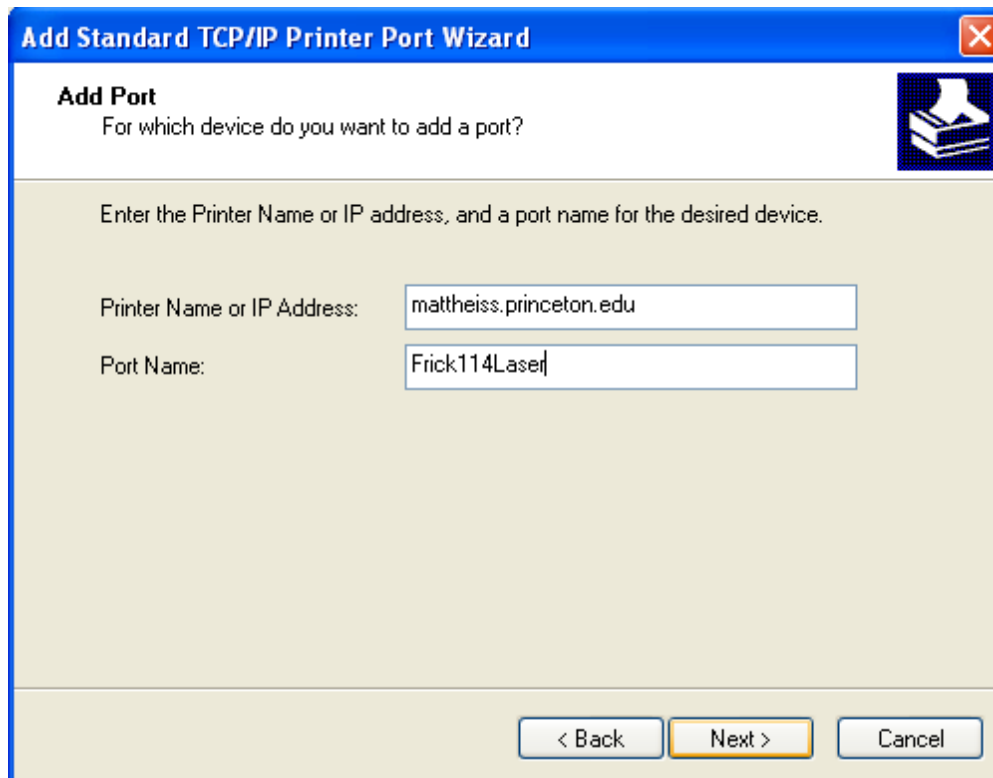


The add standard tcp/ip printer port wizard will appear:



Click next.

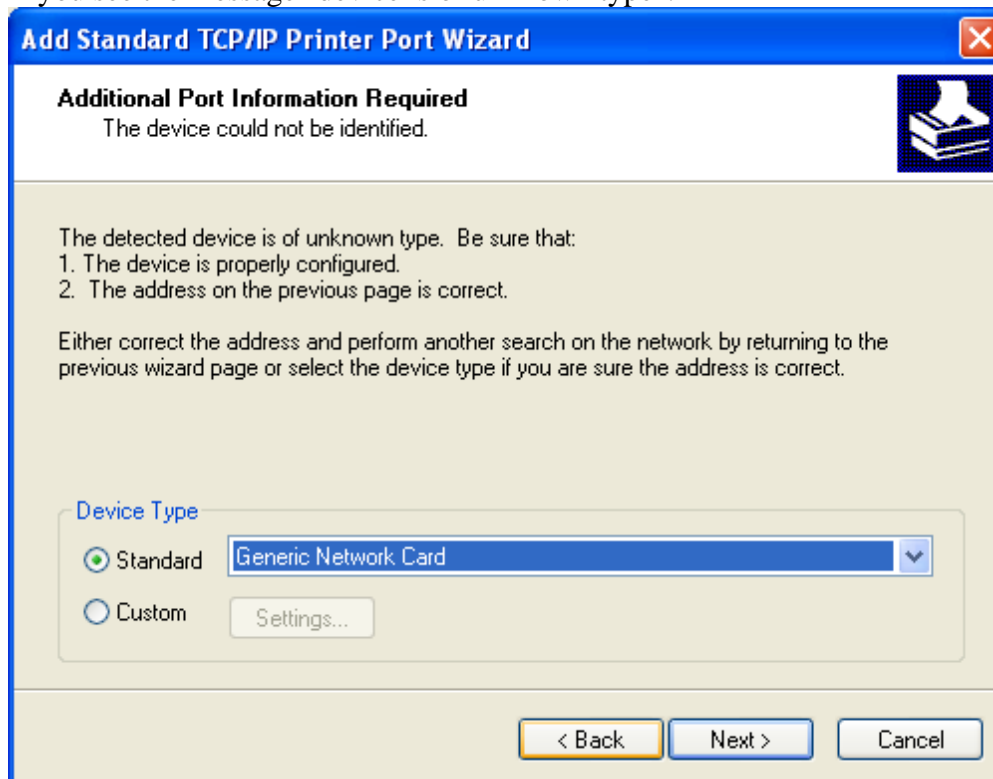
6. Enter the complete hostname (including domain) or IP address of the printer, and give it a suitable name. Then click next:



The screenshot shows the 'Add Standard TCP/IP Printer Port Wizard' window, specifically the 'Add Port' step. The title bar reads 'Add Standard TCP/IP Printer Port Wizard'. The main heading is 'Add Port' with the subtext 'For which device do you want to add a port?'. Below this, it says 'Enter the Printer Name or IP address, and a port name for the desired device.' There are two input fields: 'Printer Name or IP Address:' with the value 'mattheiss.princeton.edu' and 'Port Name:' with the value 'Frick114Laser'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

If you do not know the hostname/IP address of the printer, you must find it. This is often the most difficult part; The best is to look up the printer in the Princeton Hostmaster database (<http://www.net.princeton.edu/hostmaster>).

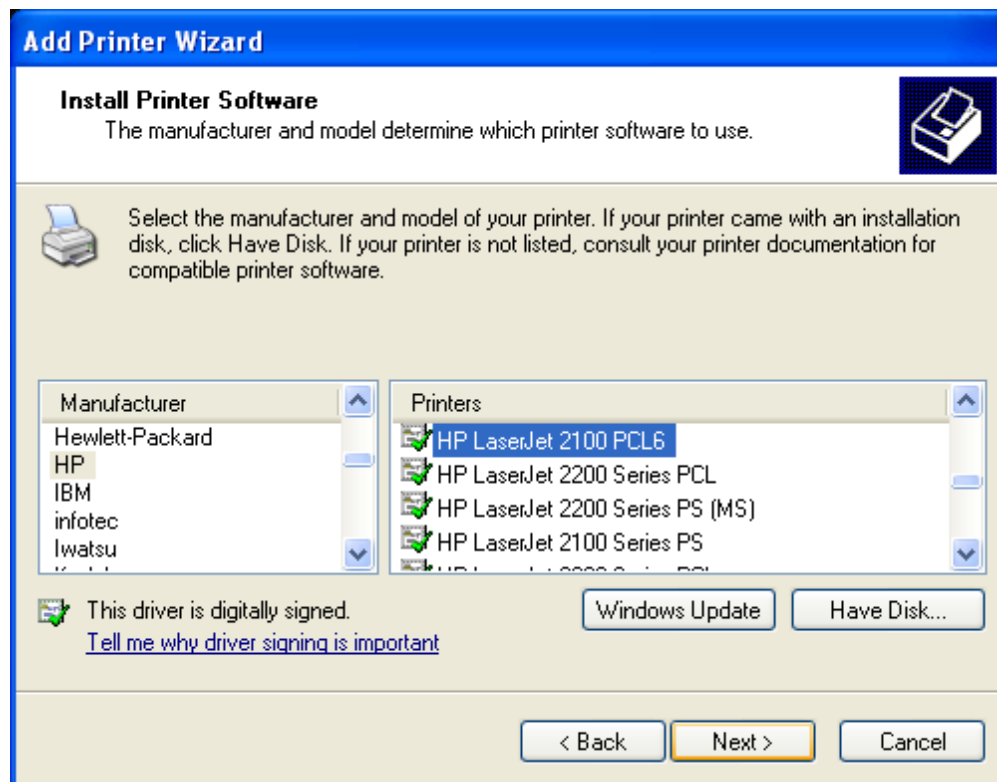
7. If you see the message "device is of unknown type":



The screenshot shows the 'Add Standard TCP/IP Printer Port Wizard' window, specifically the 'Additional Port Information Required' step. The title bar reads 'Add Standard TCP/IP Printer Port Wizard'. The main heading is 'Additional Port Information Required' with the subtext 'The device could not be identified.' Below this, it says 'The detected device is of unknown type. Be sure that:' followed by a list: '1. The device is properly configured.' and '2. The address on the previous page is correct.' It then says 'Either correct the address and perform another search on the network by returning to the previous wizard page or select the device type if you are sure the address is correct.' There is a 'Device Type' section with two radio buttons: 'Standard' (selected) and 'Custom'. The 'Standard' button is next to a dropdown menu showing 'Generic Network Card'. The 'Custom' button is next to a 'Settings...' button. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

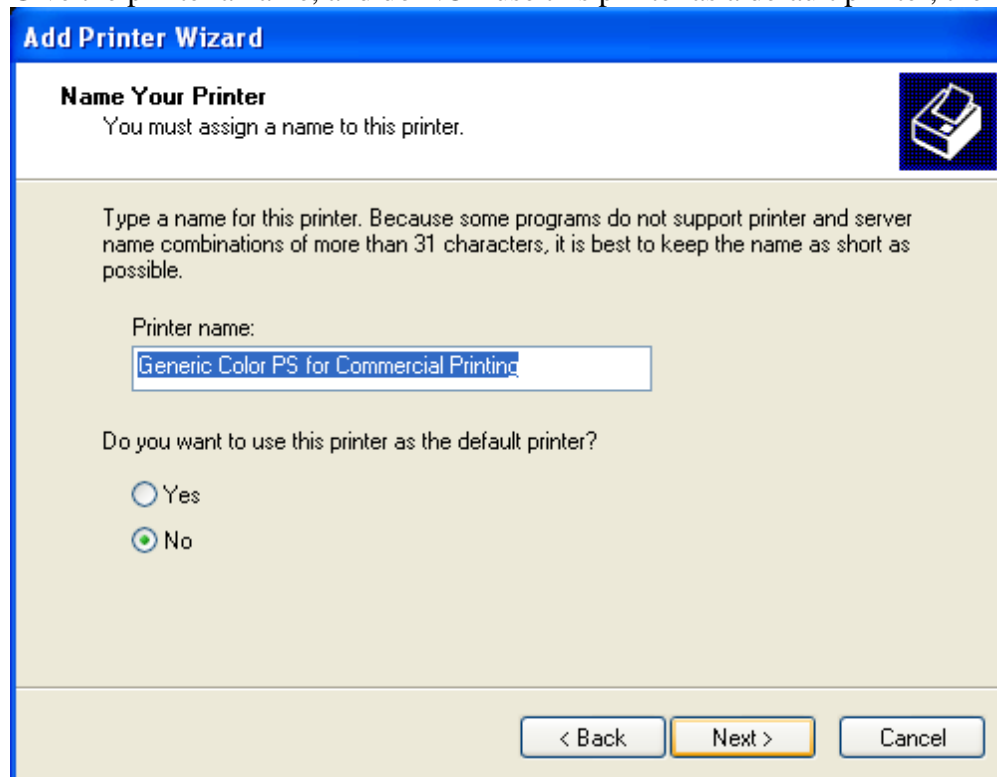
STOP. You do not have the correct hostname/IP address or the printer is turned off. Turn the printer on and try again, or find the proper hostname/IP address. Otherwise, click "finish" to create the port.

8. Select the appropriate printer driver for the printer and click next:



Make sure to choose the driver that best matches the printer. You might have to download drivers from the printer manufacturer!

9. Give the printer a name, and do NOT use this printer as a default printer, then click next:



The name should be 31 characters or less for complete program compatibility. Select do not share this printer and click next. The select do not print a test page and click next. Finally, click finish to complete adding the printer.

## Troubleshooting

Forthcoming...