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:
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will appear. Click next.

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

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

6. Enter the complete hostname (including domain) or IP address of the printer, and give it a suitable name. Then click next:
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 detected device is of unknown type. Be sure that:
1. The device is properly configured.
2. The address on the previous page is correct.

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.

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:

   **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:  

   [Generic Color PS for Commercial Printing]

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

   - [ ] Yes
   - [ ] No

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...