

Windows XP:

- ❑ Go to the **Start menu**, to **Settings** and then click **Printers & Faxes**
- ❑ In the window that opens click **Add a Printer** within the left-hand column
- ❑ At the “Add Printer Wizard” welcome screen click **next**
- ❑ Select the top option for a **Local Printer**, **uncheck** to automatically detect and then **next**
- ❑ Select the bottom option to **Create a New Port**
In the drop-down list for type of port, select **Standard TCP/IP** and click **next**
- ❑ The TCP/IP Printer Port Wizard will appear, click **next**
- ❑ Enter the name of the printer into this top field, the bottom field should auto-complete as you type. Click **next** to continue
*Printers are named by their building, room number, and the manufacturer type, such as li200-hp.
Please look for a sticker on the front of the printer or ask others in your department for the name
You are welcome to call X-2600 if you are unable to find out your printer's name.*
- ❑ If you are prompted with a window asking for additional port information, leave the default setting of **Standard: Generic Network Card** and simply click **next**
- ❑ Click **Finish**
- ❑ Another window will appear after a few seconds listing manufacturers and models.
In the left column, scroll down until you see “HP” and click the words once to highlight **HP**. In the right column, scroll down and select the model of which you are attempting to install.
If you do not see the model of the printer that you need:
 - Click the Have Disk button
 - In the window that appears, type into the field at the bottom:
\\ambr\distribution\
then click the **Browse** button
 - In the next window that opens double-click the networking folder, then the drivers folder, then printers, and then the w2k_wxp folder. Within here you should find the appropriate drivers for your printer
(Open the printer folder corresponding to the model number, then the folder ending with PCL6, ultimately highlighting a file that ends with .inf and clicking Open)
 - Click Ok
 - Highlight the printer within the list and click **next**
- ❑ Type in the printer name again into the field. Choose if you wish to set this is your default printer and then click **next**
- ❑ Select **Do not share** this printer and click **next**
- ❑ You may choose to print a test page if you desire
(It saves paper if you print something later that you actually need.)
- ❑ A “Completing the Add Printer Wizard” box will appear, Click **Finish**

This completes the printer setup. Please contact the helpdesk if you experience any difficulties.