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 is 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.