Installing a Network Printer

Before beginning, please gather the following information:

<table>
<thead>
<tr>
<th>Operating system of your computer?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 98</td>
</tr>
<tr>
<td>Mac OS 8.x/9.x</td>
</tr>
</tbody>
</table>

The Following information can be found on a label affixed to the front of the printer:

Manufacturer and Model # of the Printer:
(Ex: HP LaserJet 4100)

Network Name of the Printer, (Ex: Dw415-hp)
or Appletalk Zone and Name:

Windows 2000:

- Click Start
- Click Settings
- Click Printers
- Double-Click “Add Printer”
- At Welcome screen click Next
- Choose network, and click Next
- Choose the 1st option – “Name”, and type in the following:
  \printserver2\YourPrinterName

  READ footnote #1 below!

- A window may appear that states “The server on which the printer resides does not have the correct printer driver installed.” – Click OK
- 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 hand column, scroll down until you see the model of the printer that corresponds to that of which you are attempting to install. Single click this name to select it. Then click OK.
- You will be asked if you would like this to be set as your default printer – the printer that jobs are automatically sent to if no specific choice is made. Click the appropriate selection and click Next.
- A “Completing the Add Printer Wizard” box will appear, Click Finish.

Windows XP:

- Click Start
- Click Printers & Faxes
- Click “Add Printer” in the left column
- At Welcome screen click Next
- Choose network, and click Next
- Choose the 2nd option – “Connect to the Printer”, and type in the following:
  \printserver2\YourPrinterName

- A window may appear that states “The server on which the printer resides does not have the correct printer driver installed.” – Click OK
- 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 hand column, scroll down until you see the model of the printer that corresponds to that of which you are attempting to install. Single click this name to select it. Then click OK.
- You will be asked if you would like this to be set as your default printer – the printer that jobs are automatically sent to if no specific choice is made. Click the appropriate selection and click Next.
- A “Completing the Add Printer Wizard” box will appear, Click Finish.

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1For the printer name enter in the “network printer name”, which will be similar to “dw415-hp”. Printers are named by their building, room number, and the manufacturer type. 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.

2 Note HERE, that if the model if not listed for your printer you will have to click the Have Disk button, and manually find the information file for the specific printer model yourself. See back for Details.
Windows 98:
- Click Start
- Click Settings
- Click Printers
- Double-Click Add Printer
- At Welcome screen click Next
- Choose network, and click Next
- It will prompt for the network path/queue name. Enter in the following:
  \printserver\[YourPrinterName]  
  The selection, “No” for MS-Dos printing does not need to be changed
- A 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 hand column, scroll down until you see the model of the printer that corresponds to that of which you are attempting to install. Single click this name to select it. Then click Ok/Next.
- When it asks for a printer name, you can leave it as is, or give it any name that is relevant regarding informing local users of which printer it is. Click Ok/Next.
- You will be asked if you would like to be set as your default printer – the printer that jobs are automatically sent to if no specific choice is made. Click the appropriate selection and click Next.
- A “Completing the Add Printer Wizard” box will appear, asking you if you want to print a test page. Select the choice you desire and click Finish.

Mac OS 8.x/9.x:
- Map the network drive \ambr\distribution and go to the networking\mac-9hppps folder. Select all the PPD files from the appropriate network folder and copy them to the local folder:  
  Your Hard Drive\System\Extensions\Printer Descriptions
- Open the Apple in the upper left of your screen, go down to Chooser and click
- Click on the Laserwriter 8 Icon
- In the Appletalk Zones list find the correct zone and single click it to highlight it. The list of printers within that zone will appear on the right. (Zones are associated to buildings.)
- Select the printer name within the list to the right by single-clicking it to highlight it and then click the Create button

The Printer should now load after a moment and will exist as a desktop printer as well as be available within your applications.

Mac OSX: (Ver. 1.0 & 2.0)
- Launch the Print Center: double-click on the printer icon in the “Dock” at the bottom of the screen or go to the local folder:

  MACINTOSH HD > APPLICATIONS > UTILITIES  
  And double-click the printer icon within that folder
- You will see a list of available printers. Click the Add button at the top of this window
- Within the window that appears, the top pull down “bar” should say “Appletalk”. If it does not say so, click it and select Appletalk from the pull down list.
- The second bar down is a list of zones. Click here and select the zone in which the printer is located. (Zones are associated to buildings.)
- The list of printers within that selected zone should now be showing. Select with a single-click the printer which you would like to have installed.
- Leave the bottom bar set to “Auto Select” and click the Add button

The Printer should now load after a few moments

Download Windows Drivers
(Please call the Call Center if you need help after your first attempt at this.)
- Double click on “My computer” to open it, and double click on the hard drive (c:) to open it.
- Go to the File menu, and choose New. A side menu will pop out, choose Folder. Name this folder “NewPrintDriver”
- Map the network drive \ambr\distribution and go to the networking\drivers\printers folder. Then go to the folder associated with the printer model that you are attempting to install. Select all the files (Under Edit Menu – “select all”), and copy all the files to the new folder that you just made on your hard drive. (There are many ways to do this, drag and drop, control-c and control-v, or under the edit menu there is Copy to Folder.)
- Run through the printer installation, and click the “Have Disk” button on the screen where manufacturers are listed.
- Click the Browse button when it prompts you with a smaller window titled “Install from disk”. Find the “NewPrintDriver” folder that you just made and open it. Click the INF file it lists, and then click Open and then OK
- You will be prompted with a list of printers – usually only one item appears in the list. (ex: HPLaserjet 4200 PS) Click the listed item, (Preferably ending with PS) and then click OK. Continue from where you left off on the front

If unsuccessful, please contact the Call Center at X-2600