

How to:
Install the LRC Printer
On
Windows XP Laptop

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Southern State Community College White Paper
How to: Install the LRC Printer on Windows XP Laptop

This white paper will guide you through the installation process of a LRC Printer. Depending upon what campus you are at will depend upon what printer you will need to setup. Below is a list of the Printers and the IP Address for each Campus's LRC.

- A) Central LRC -
 1. Printer: **HP LaserJet 4350N**
 2. IP Address: **198.30.110.230**
- B) South LRC -
 1. Printer: **HP LaserJet P4015**
 2. IP Address: **198.30.32.230**
- C) North LRC -
 1. Printer: **HP LaserJet 4300N**
 2. IP Address: **198.30.215.230**
- D) Fayette LRC -
 1. Printer: **HP LaserJet 4350N**
 2. IP Address: **198.30.216.230**

Step (1) Access the Printers Folder

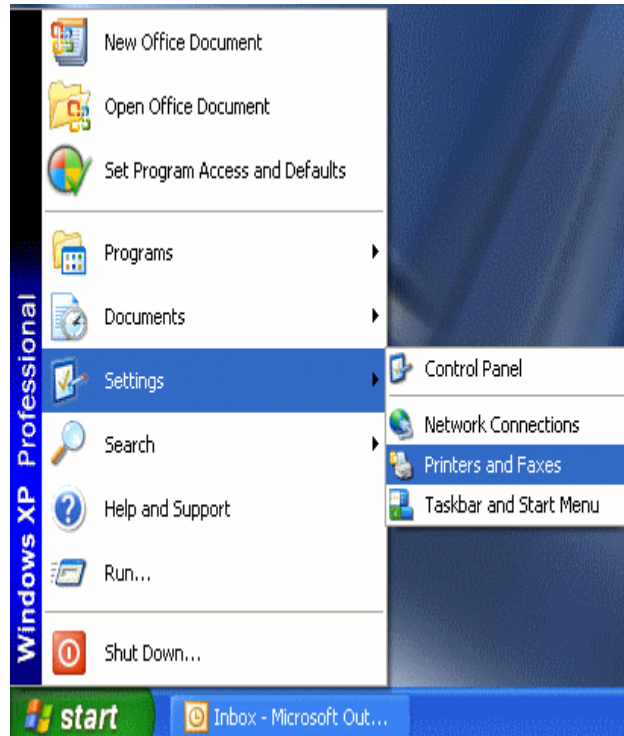
To access the Printers Folder, you will have to find the button labeled **START** (located at the bottom-left of your computer screen) and click it.

The icon looks like this:

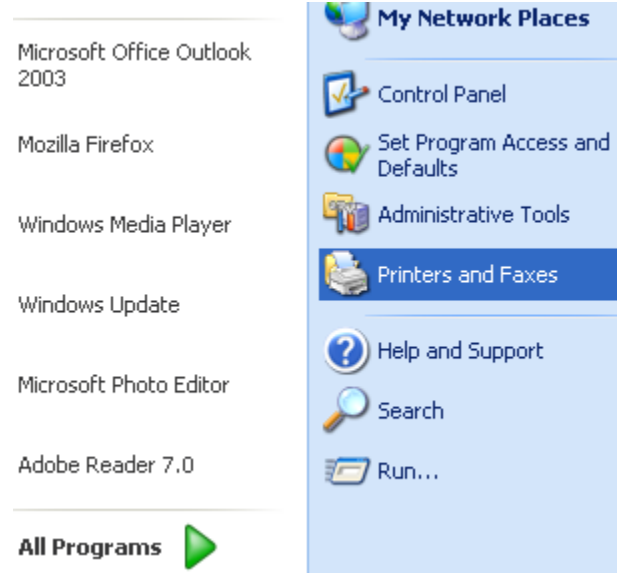


Then, you will go to **Settings > Printers and Faxes**.

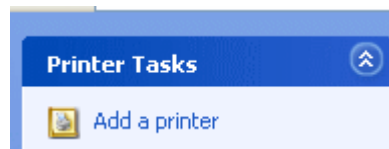
VIEW IF USING MICROSOFT WINDOWS 2000



VIEW IF USING MICROSOFT WINDOWS XP

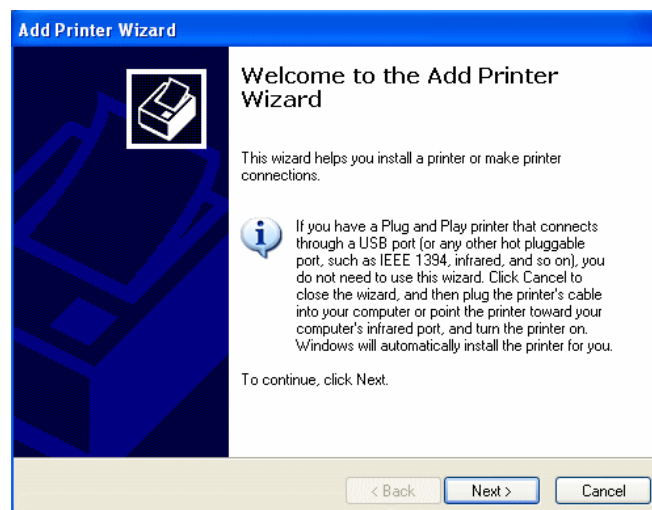


After the **Printers and Faxes** window comes up, on the left-hand side you will see **Add a Printer**. Click on **Add a Printer**.

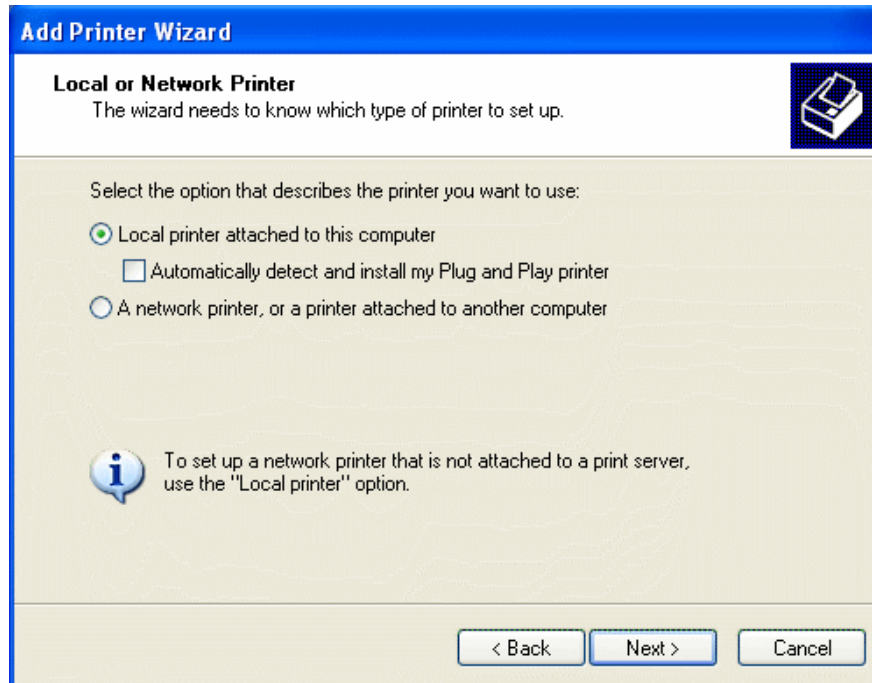


Step (2) Installing the LRC Printer

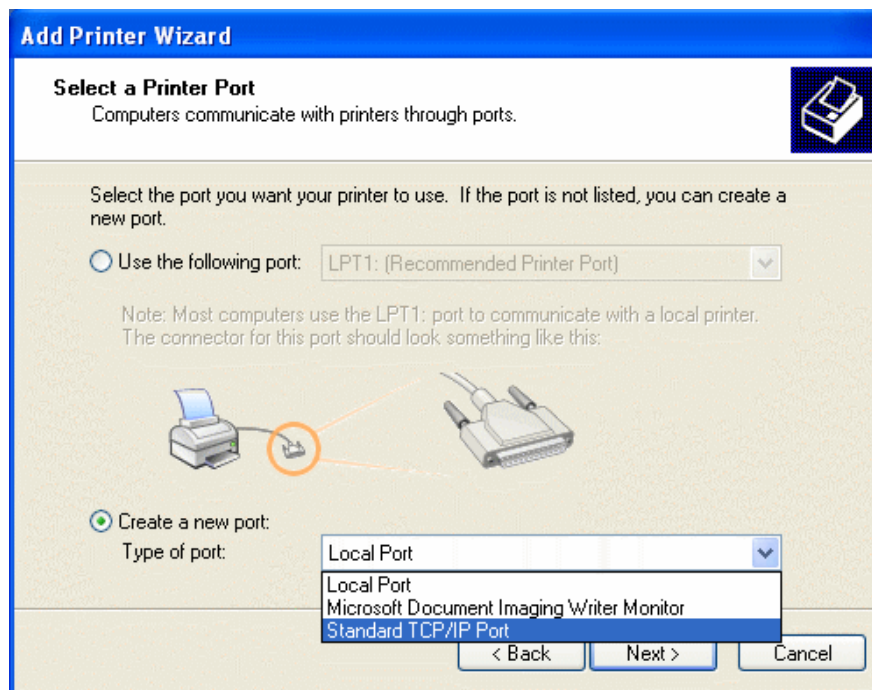
To install the LRC Printer, select **Next** from the first box.



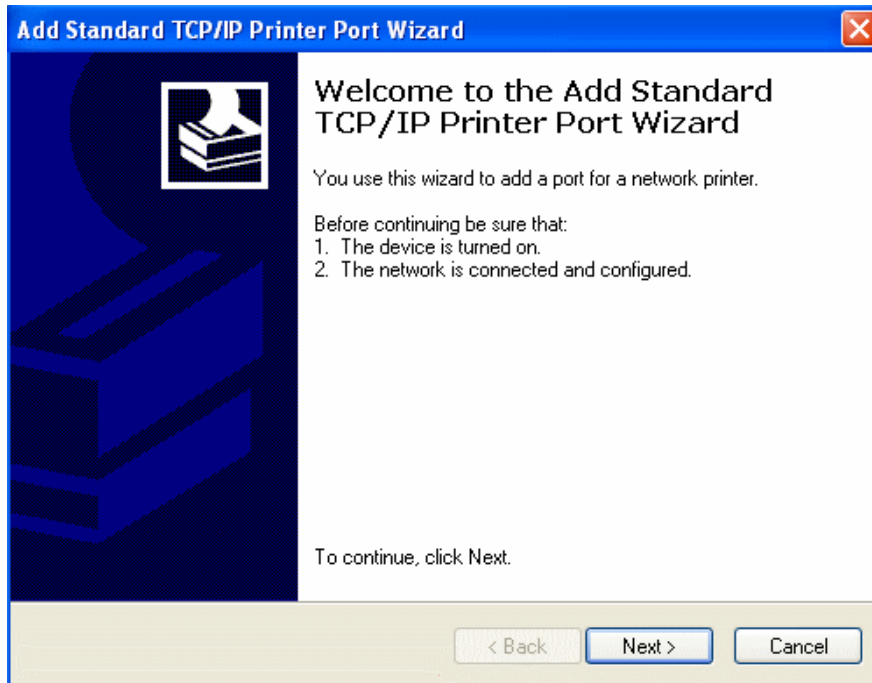
In the next screen, choose “**Local Printer attached to this computer**”, uncheck the “**Automatically detect and install my Plug and Play printer**” and click **Next**.



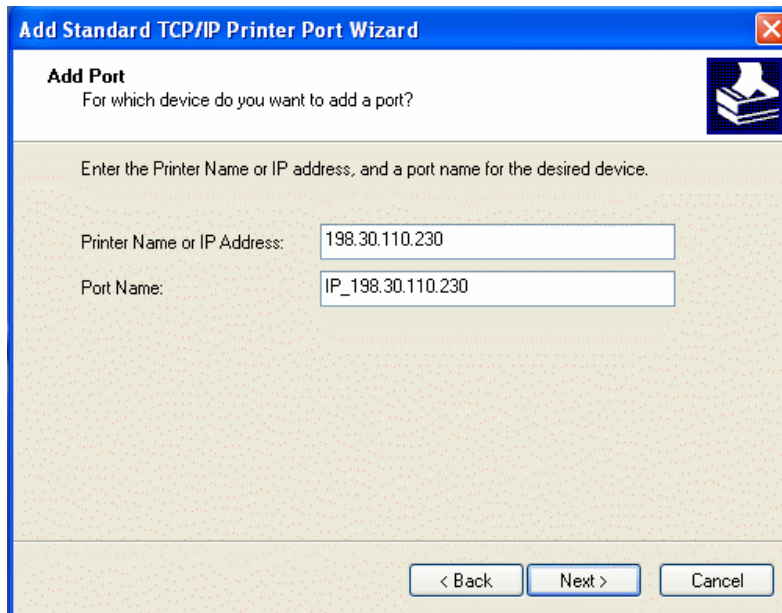
In the next box, you will be asked what port you will want the printer to use. Select the option “**Create a new port**” and from the drop down box select “**Standard TCP/IP Port**”. Choose **Next**.



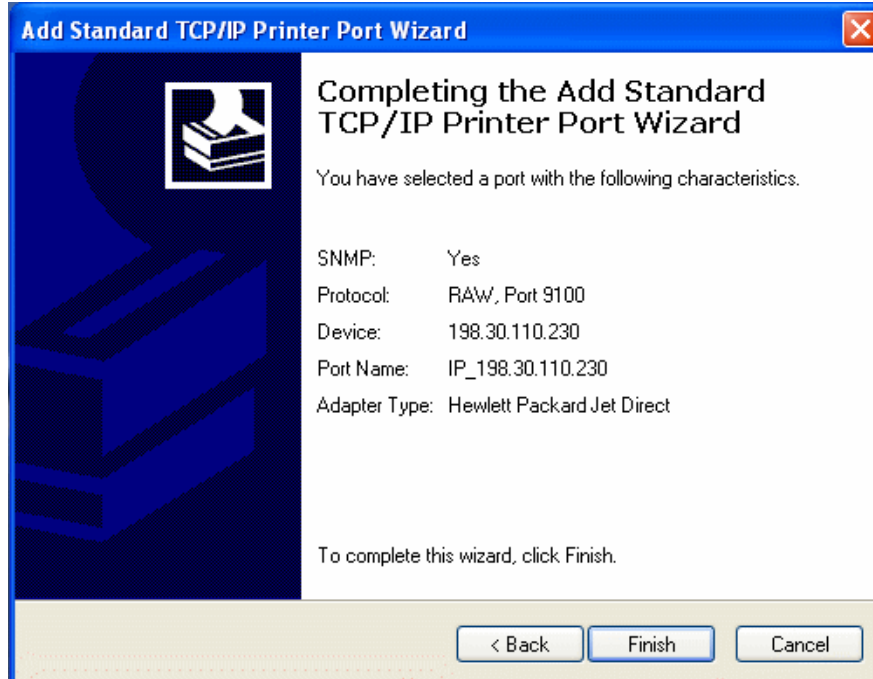
A “Add Standard TCP/IP Printer Port Wizard” should now be shown, choose **Next**.



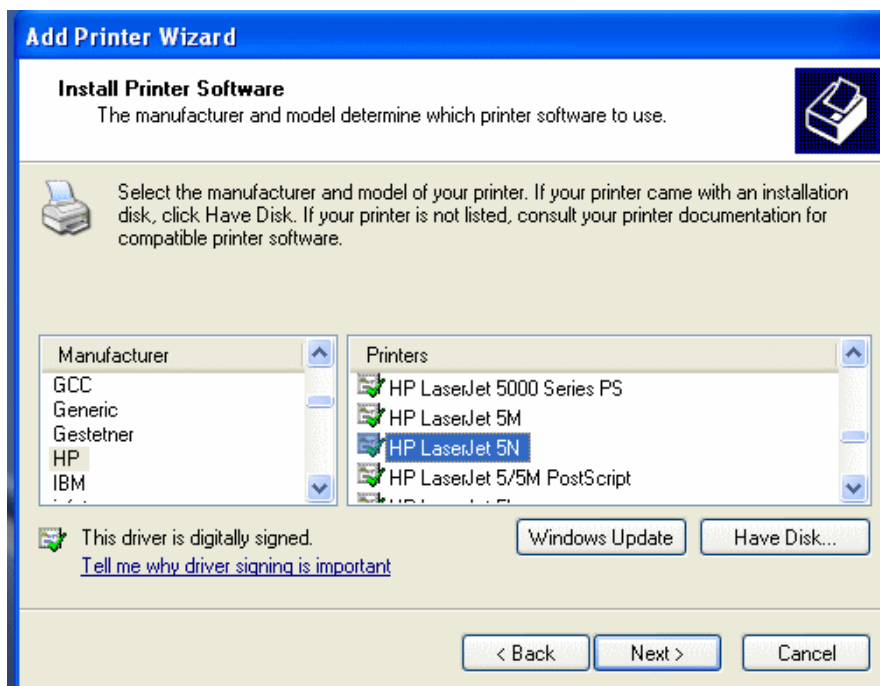
A box will now appear asking for the IP Address. Enter the LRC Printer IP Address into the first box (as listed in the top part of the first page of this whitepaper). The second box will be filled in as you enter the IP address into the first box. Choose **Next** to continue.



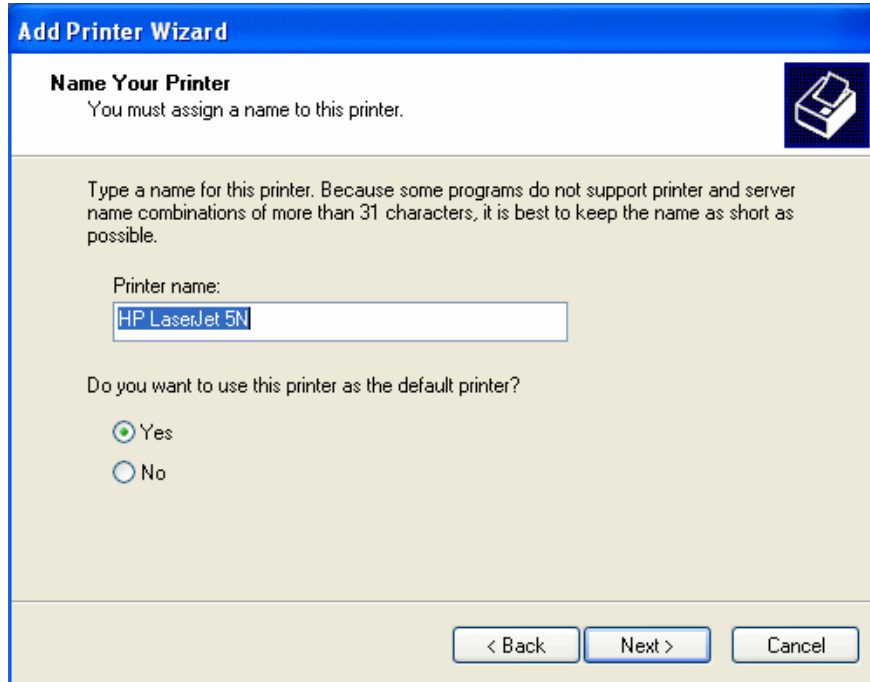
Click **Finish** to complete the TCP/IP Wizard.



Now, you will be directed back to the Add Printer Wizard Screen. From the *Manufacturer* side choose **HP** and from the *Printer* side choose the correct HP Printer for the campus you are on as listed on the top of the first page of this whitepaper. Choose **Next** to continue.

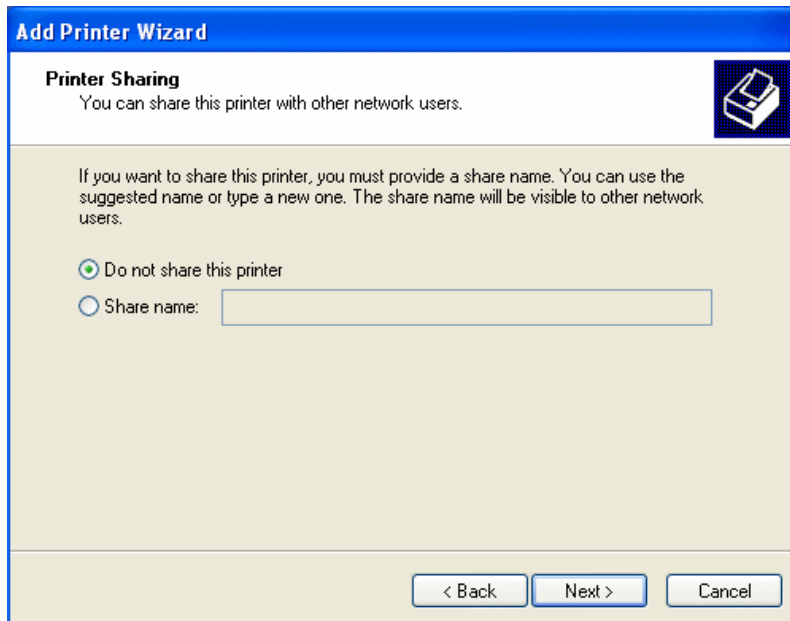


Next, the Wizard will ask for the Printer Name and if you would like to make this your Default Printer. For the sake of this White Paper, we will be installing a **HP LaserJet 5N** as our Printer. Click **Next** to continue at the Name Your Printer area.



The screenshot shows the 'Add Printer Wizard' dialog box with the title 'Add Printer Wizard' in a blue header. The main title is 'Name Your Printer' and the subtitle is 'You must assign a name to this printer.' There is a printer icon in the top right corner. The text says: '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.' Below this is a text box labeled 'Printer name:' containing the text 'HP LaserJet 5N'. Underneath is the question 'Do you want to use this printer as the default printer?' with two radio buttons: 'Yes' (which is selected) and 'No'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

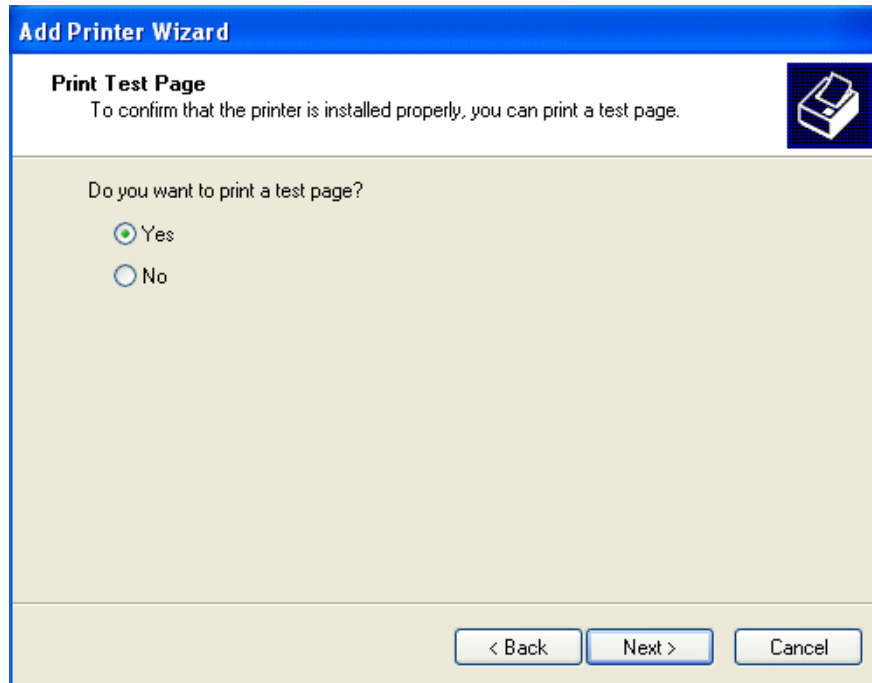
On the next screen, choose “**Do not share this printer**” and click **Next**.



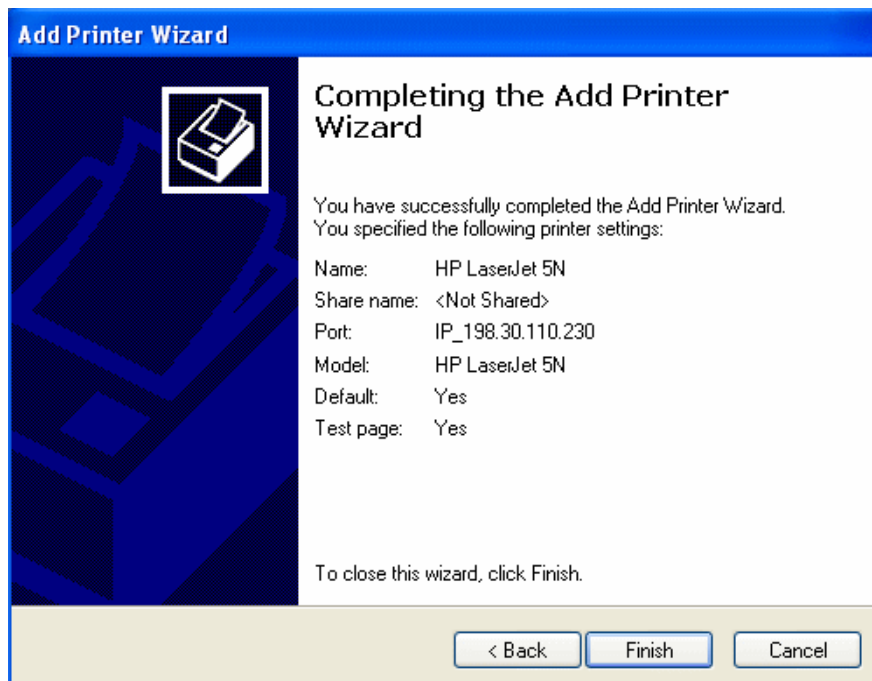
The screenshot shows the 'Add Printer Wizard' dialog box with the title 'Add Printer Wizard' in a blue header. The main title is 'Printer Sharing' and the subtitle is 'You can share this printer with other network users.' There is a printer icon in the top right corner. The text says: 'If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.' Below this are two radio buttons: 'Do not share this printer' (which is selected) and 'Share name:'. The 'Share name:' option has an empty text box next to it. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

Step (3) Finishing the Installation

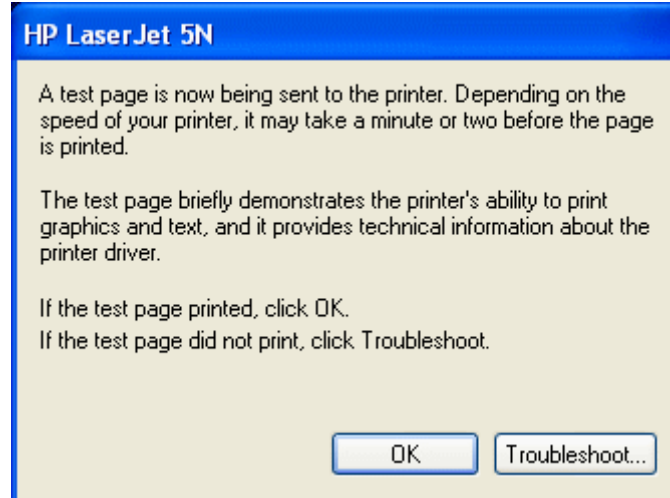
To finish the installation, choose “**Yes**” to print a test page and click **Next**.



Choose **Finish** on the next screen.



A box should pop up letting you know your test page is being printed. Click **OK**.



Installation is now complete!

Now you should be able to print to the LRC printer.

If you have issues with any of these steps, call SSCC Help Desk:
SSCC Help Desk 1-800-628-7722 Ext. 2800.