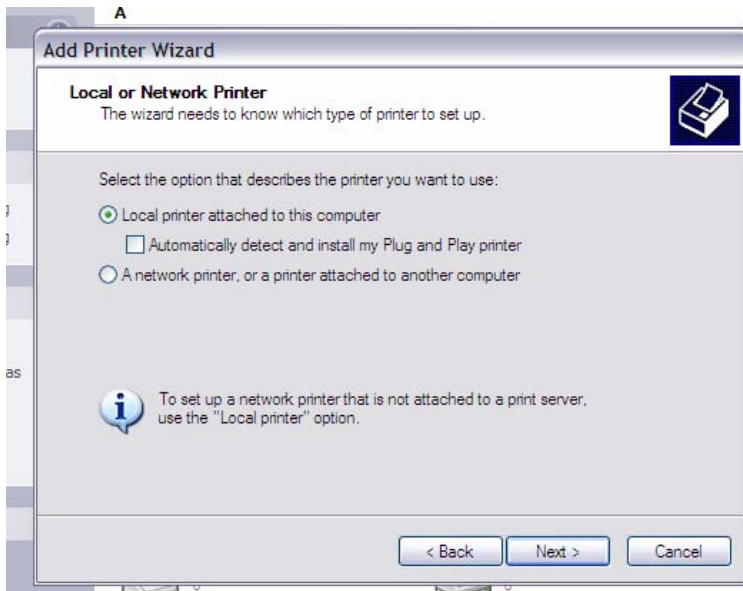
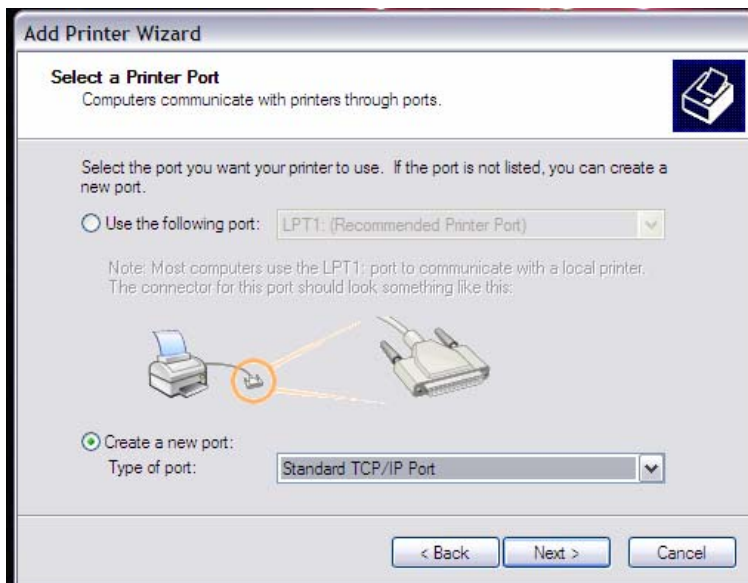


## Setting a printer up using TCP-IP:

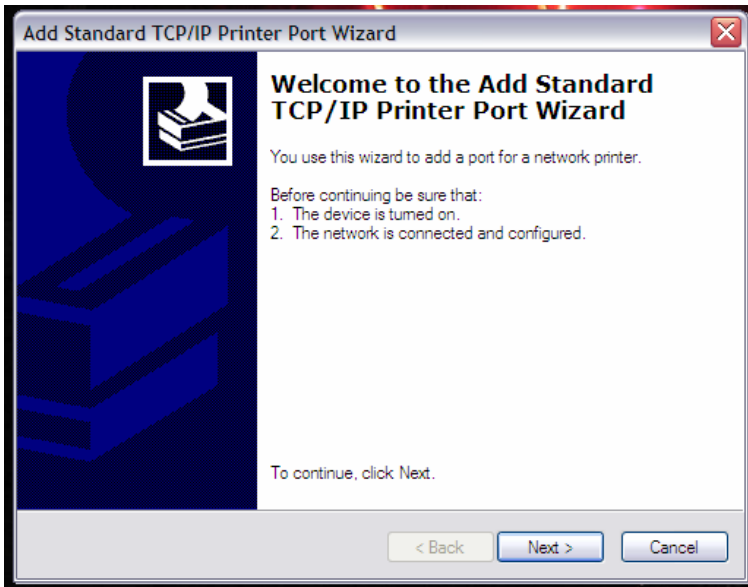
1. Click on Start, Settings, Control Panel and then Printers and Faxes
2. Click on Add Printer  
The Add Printer wizard will appear, click next.
3. Select Local Printer attached to this computer and uncheck Plug and Play option.
4. Hit Next.



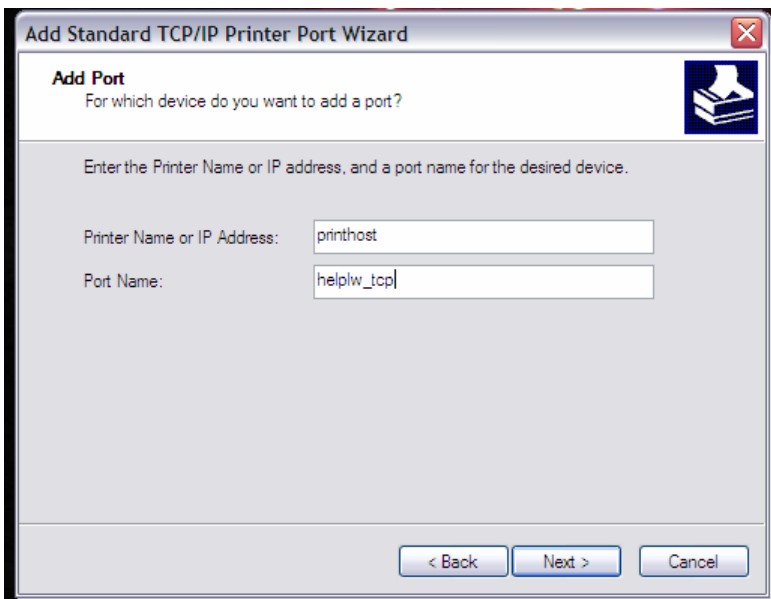
5. Select Create a new port and select Standard TCP/IP Port in the drop down box.
6. Hit Next.



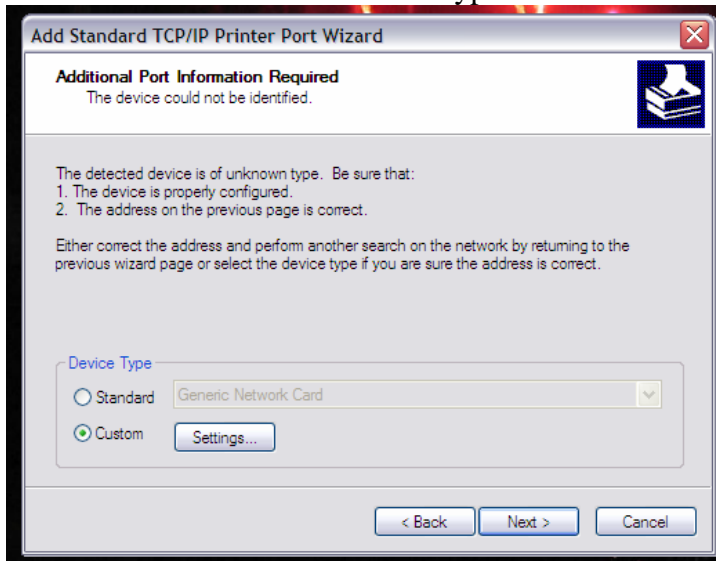
7. The Welcome to Add printer TCP/IP box will appear.
8. Hit Next.



9. The Printer Name or IP address is printhost.
10. The Port name is the unique name of the network printer with \_tcp added  
For example, if your network printer name is help1w the Port Name will be help1w\_tcp
11. Hit Next



12. Select Custom under Device Type and then click Settings.



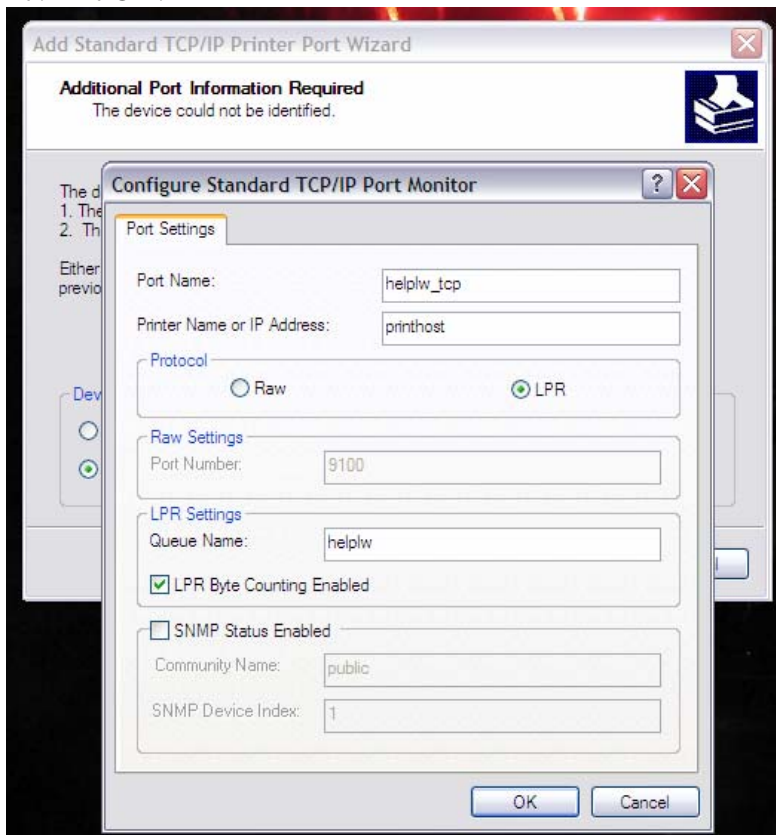
13. In the Settings box, the Port Name and Printer Name should match what you typed in steps 9 & 10.

14. Underneath Protocol, select LPR.

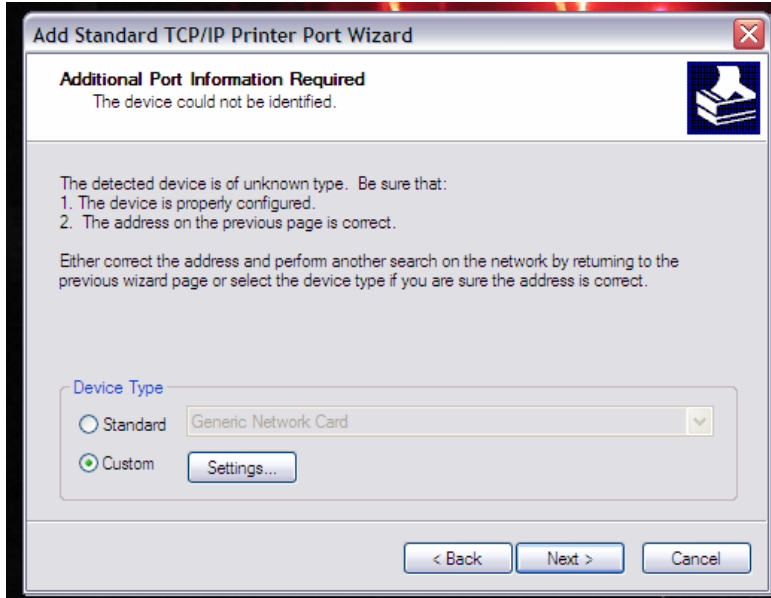
15. Under LPR Settings, the Queue Name will be the network name of the printer. For example, if your network printer name is help1w the Queue Name will be help1w

16. Check the box which states LPR Byte Counting Enabled

17. Hit OK.



18. It will bring you back to the Custom screen, Hit Next.



19. Click Finish to exit the Wizard.

20. It will then prompt you for the Printer Drivers.

Select the Manufacturer and Printer Model and Hit Next.



21. Give your printer a name- we suggest to name it the same name as the Port Name in Step 10- help1w\_tcp.
22. Select Yes if this is your default printer.
23. Click Next.



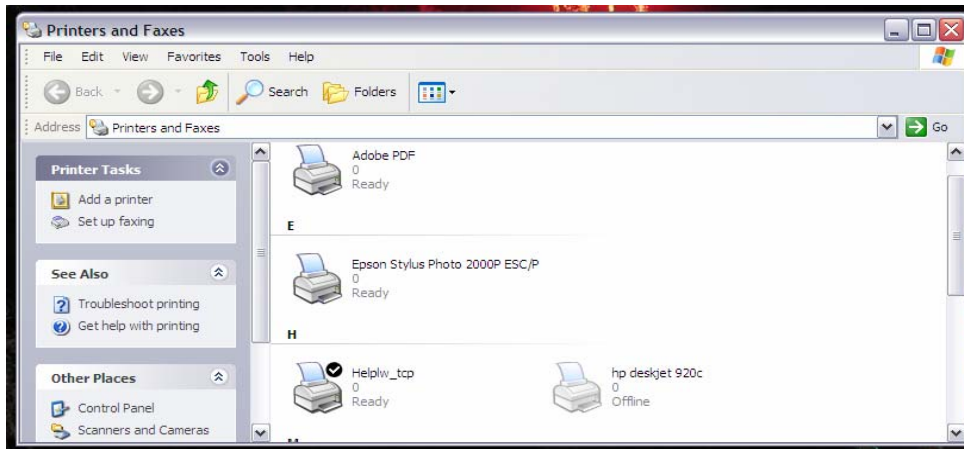
24. Select the Do not share the printer option.
25. Click Next.



26. Select Finish to exit the Wizard.



27. The printer will now appear in your Printers and Faxes list.



\*\*Please delete the old printers, so the user will not be confused!!!