

## Setting up a networked printer on a local PC

The following document is a guide on how to set up a networked printer on a local PC. In order to complete the task, you will need the following information/resources:

1. The Printer's IP address (e.g. 192.168.0.100)
2. The Printer's make and model (e.g. hp LaserJet 1200 series)
3. Possibly the driver software for the printer.
  - a. When setting up a networked printer (as per this guide), Windows provides the drivers for all common printers.
  - b. If the driver is not available from Windows when following this guide, it will be necessary to download the driver from the manufacturer's website or to have access to the 'driver cd' provided with the printer.

This Document includes:

- **How to set up a networked printer on a local PC.**

If you have any further queries that are not answered within this document, please contact secureVirtual support. Contact details can be found on the SecureVirtual website [www.securevirtual.com/contact.htm](http://www.securevirtual.com/contact.htm).

## How to set up a networked printer on a local PC

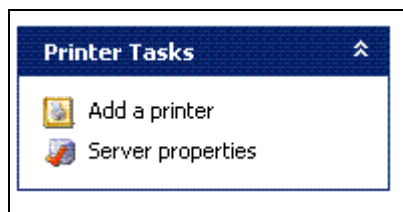
### Step 1: Access the Printers and Faxes Window

START -> Printers and Faxes

If 'Printers and Faxes' is not visible directly in the Start Menu, it can be found in:

START -> Control Panel -> Printers and Faxes

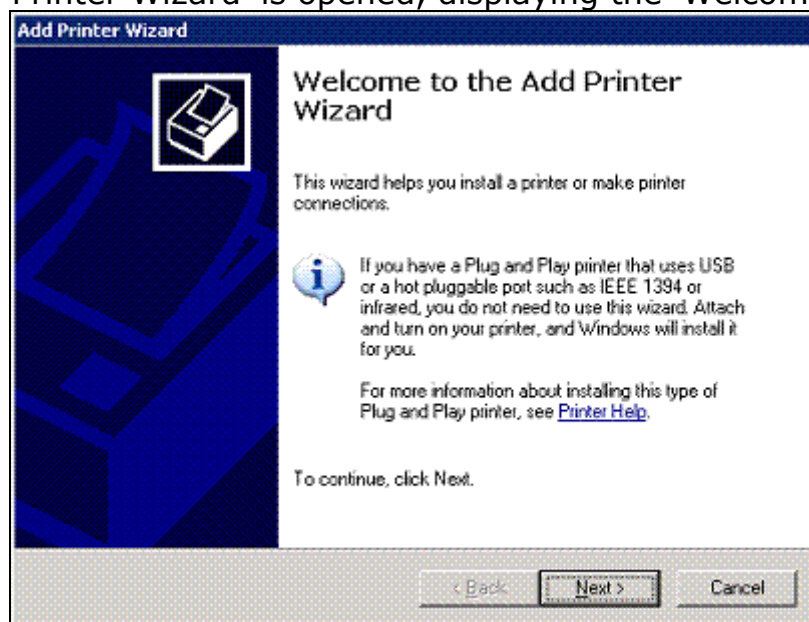
The 'Printers and Faxes' window is opened



### Step 2: Access the 'Add Printer Wizard'

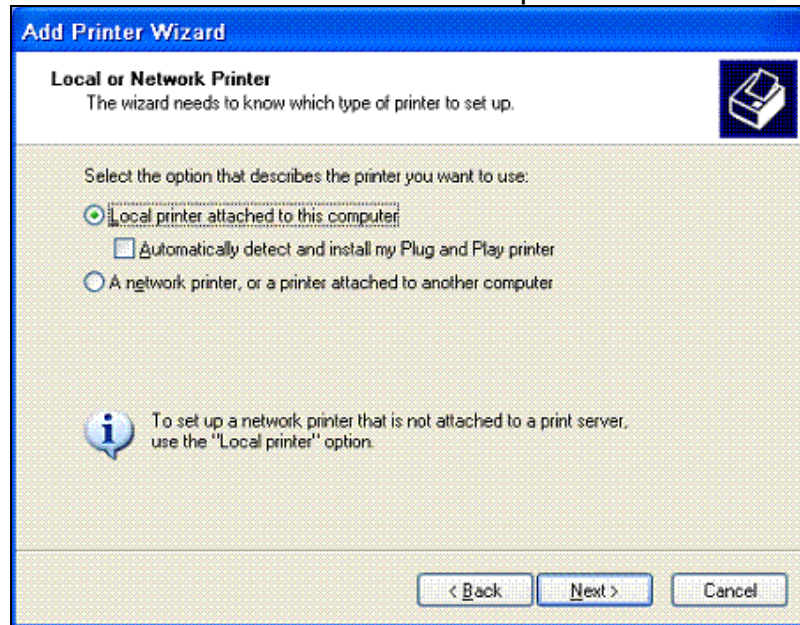
Click on the 'Add a printer' option under 'Printer Tasks'

The 'Add Printer Wizard' is opened, displaying the 'Welcome' screen



Click on next

The 'Local or Network Printer' screen is opened

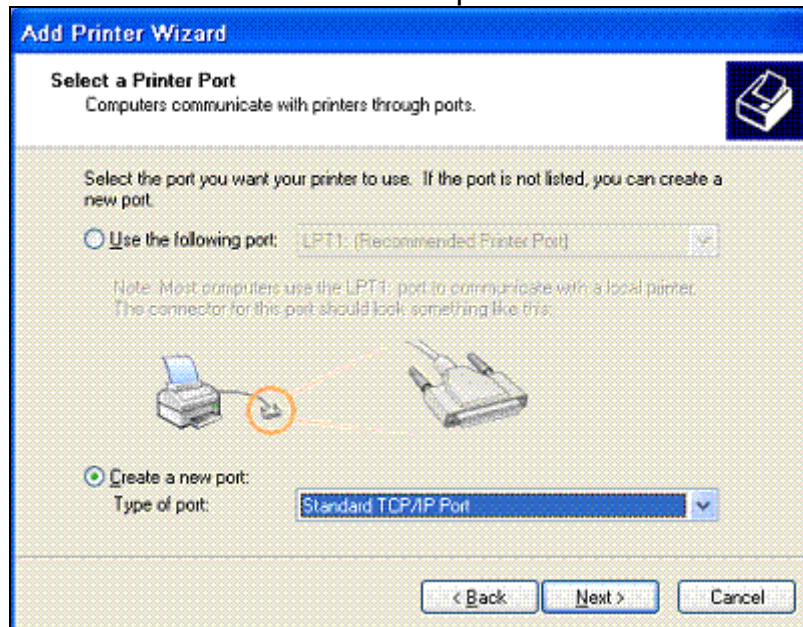


Select 'Local printer attached to this computer'

Untick 'Automatically detect and install my Plug and Play printer'

Click on next

The 'Select a Printer Port' screen is opened



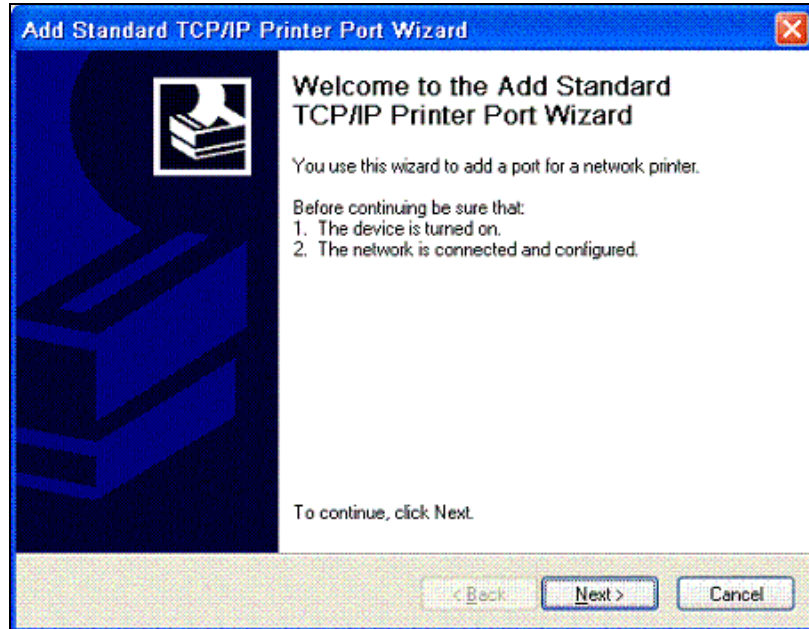
Select 'Create a new port'

Select 'Standard TCP/IP Port' from type of port

Click on next

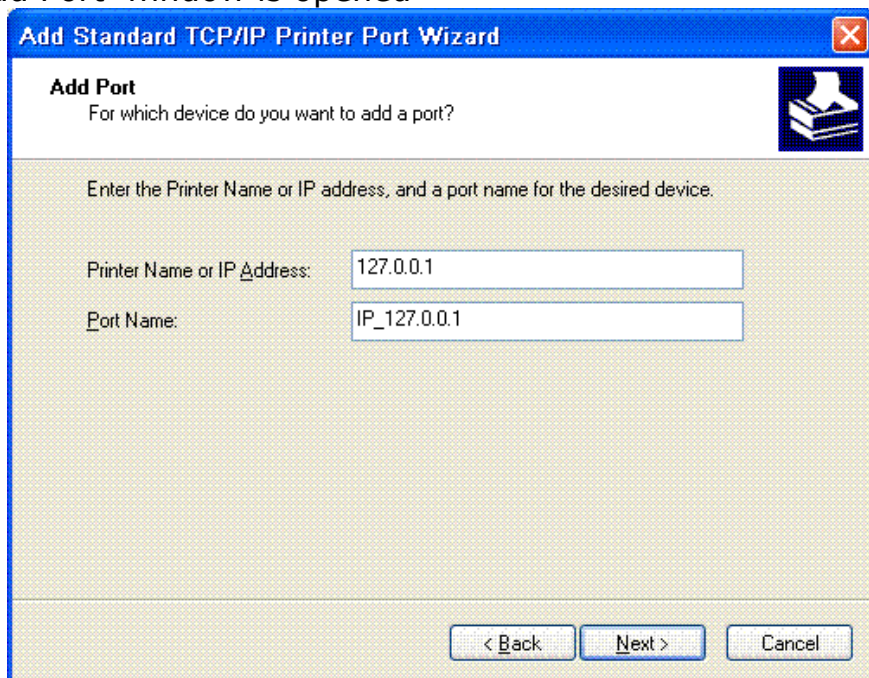
## Step 2: Access the 'Add Standard TCP/IP Printer Port Wizard'

The 'Add Standard TCP/IP Printer Port Wizard' 'Welcome' screen opens



Click on next

The 'Add Port' window is opened

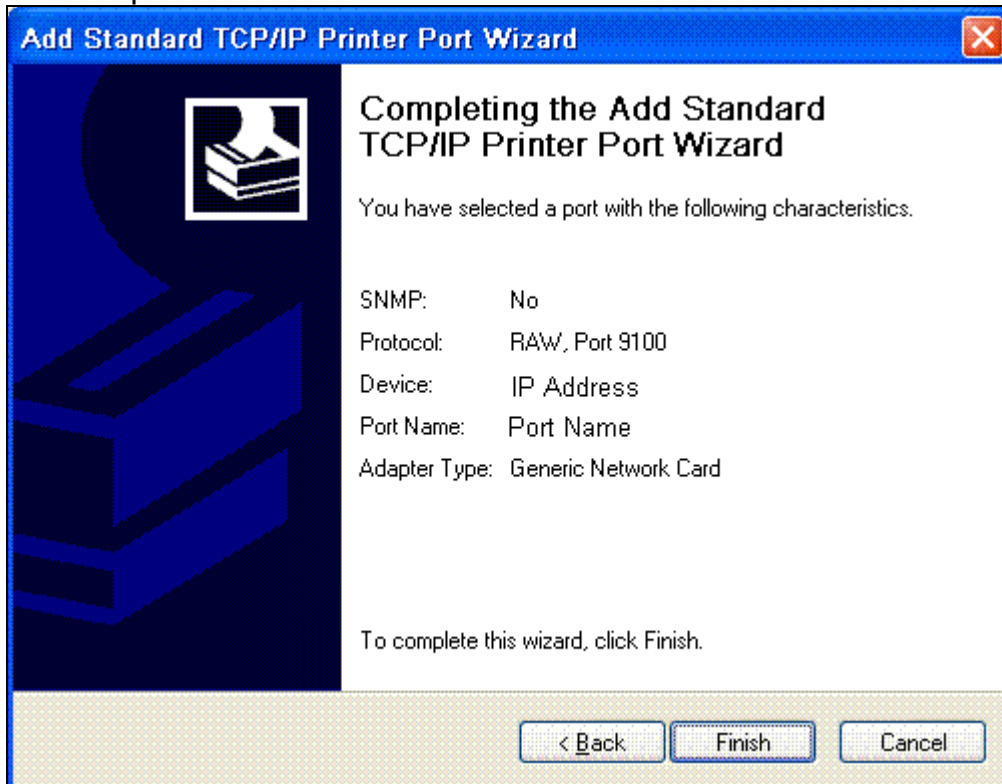


Enter the IP address for the printer

The port name is automatically filled in as 'IP\_IP address'. Change this to a more descriptive name (e.g. the printer name, model) if desired.

Click on next

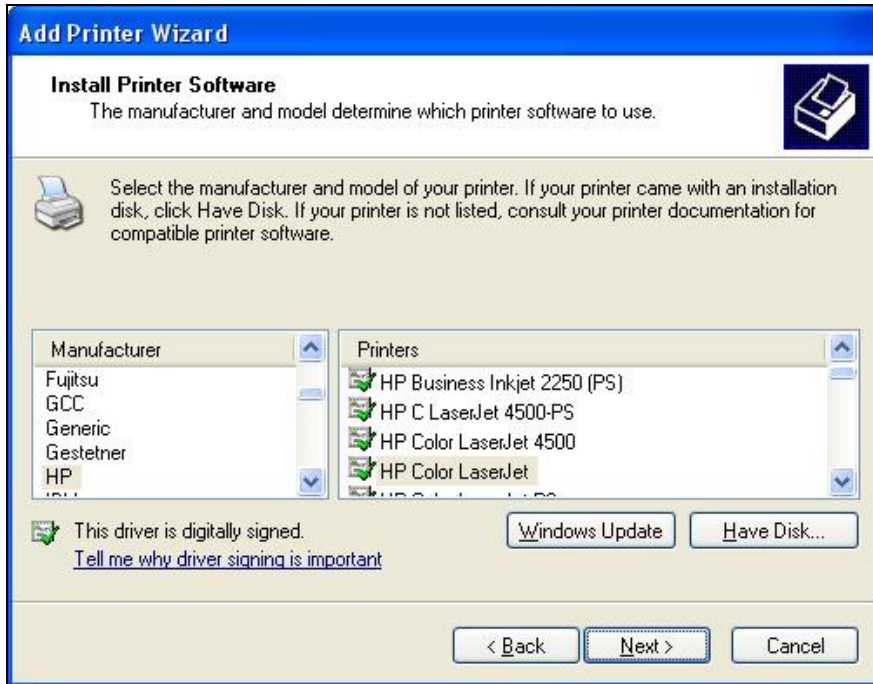
The 'Completing the Add Standard TCP/IP Printer Port Wizard' screen is opened



Click on Finish

### Step 3: Complete the 'Add Printer Wizard'

You are returned to the 'Add Printer Wizard', Install Printer Software screen

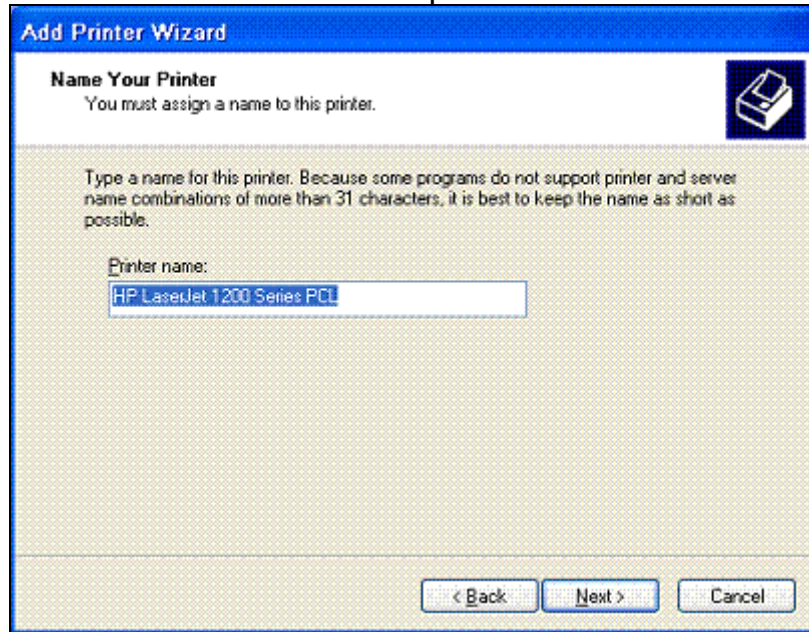


Install the software, either by:

1. selecting a driver already held by windows using the manufacturer and printers lists. Additional drivers can be obtained by clicking the 'Windows Update' button.
2. using the driver provided by the manufacturer (either downloaded from the manufacturer's website or provided with the printer on a CD) by clicking on the 'Have Disk' button and browsing to the downloaded file/CD

Click on next

The 'Name Your Printer' screen is opened

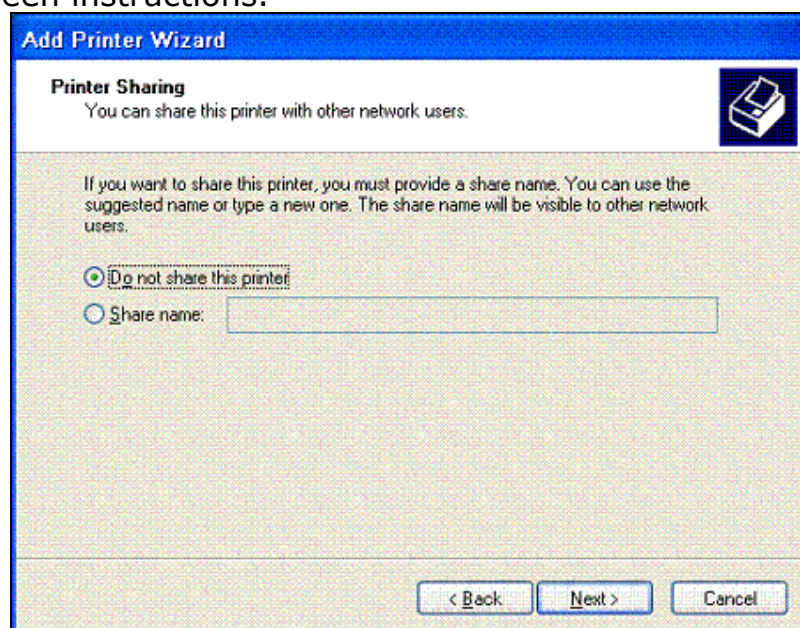


Change the printer name if desired

If you have another printer installed, this screen will display the message 'Do you want to use this printer as a default printer?'. Select yes if you wish this to be the printer which is selected automatically by software on your machine.

Click on next

The 'Printer Sharing' screen may open, depending on the characteristics of the network. If it doesn't, jump to 'The Print Test Page' screen instructions.

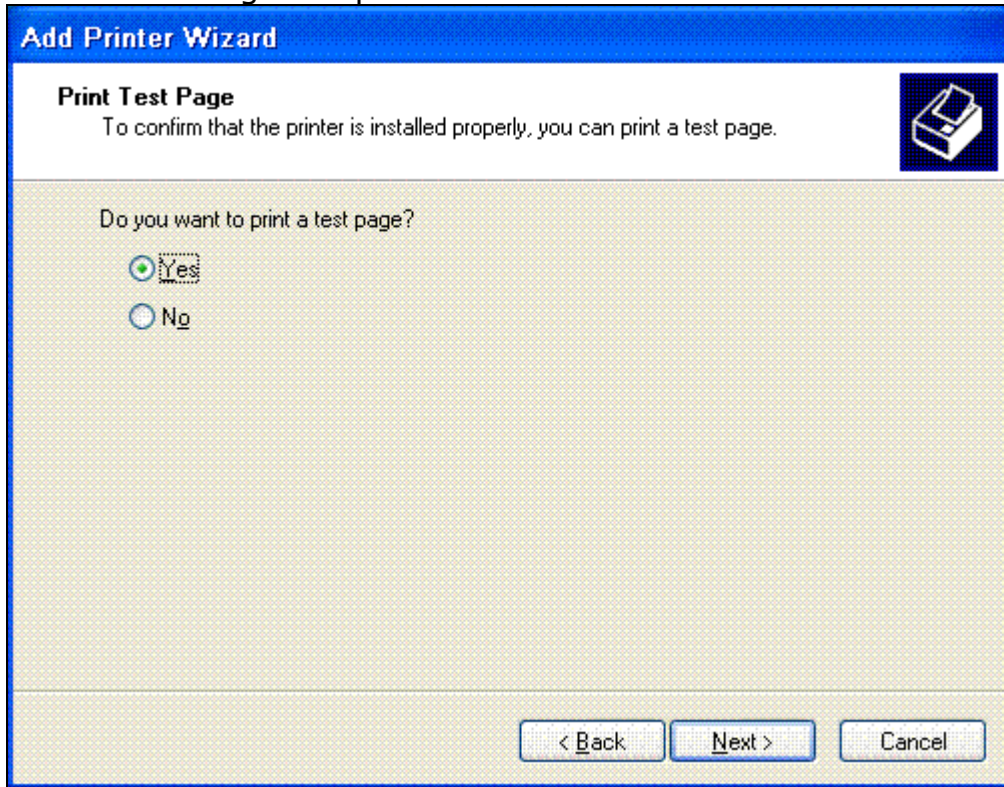


Select 'Do not share this printer' if you don't wish anybody else on your network to access this printer

Select 'Share name' and enter a share name if you wish other users on your network to access the printer

Click on next

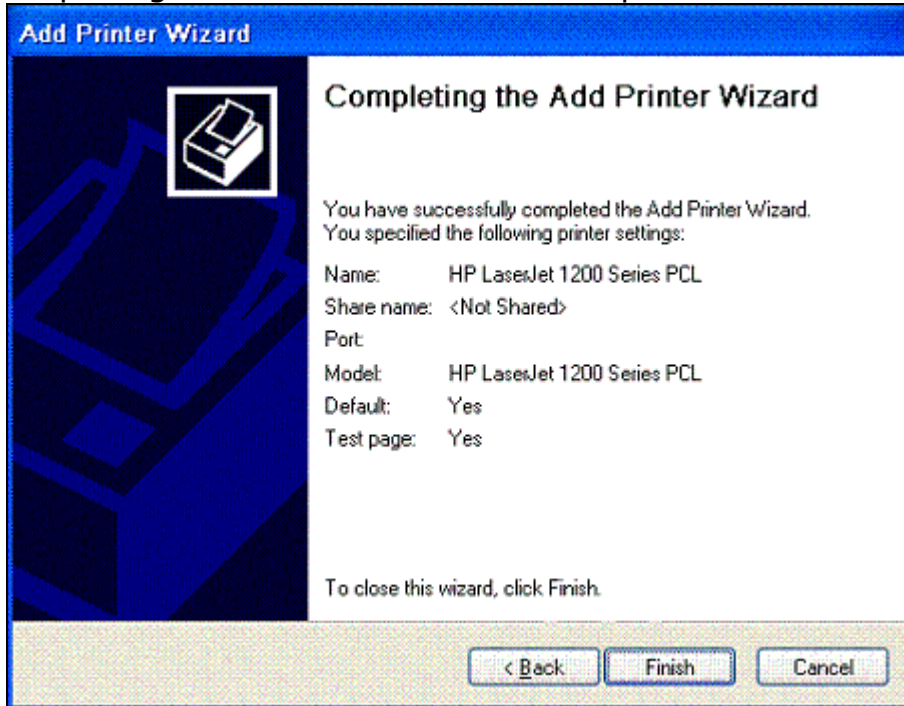
The 'Print Test Page' is opened



Select 'Yes'

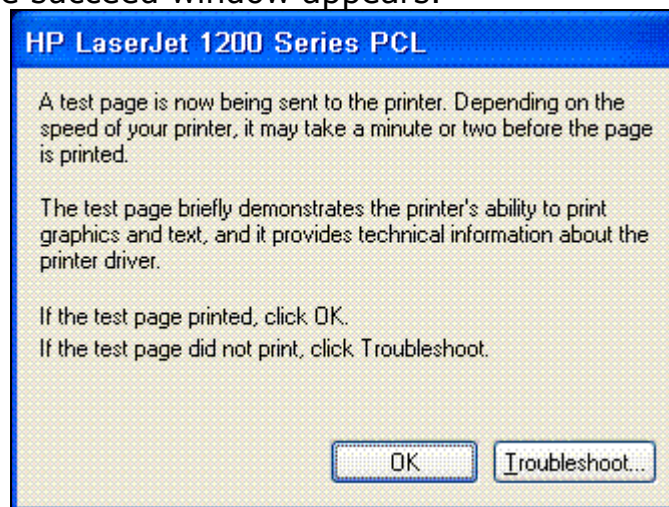
Click on Next

The 'Completing the Add Printer Wizard' is opened



Click on Finish

The Test Page succeed window appears.



Click on OK

If the test page is printed correctly, then the printer has been installed successfully

## **Other Advice and Information**

If you need any further information then please take a look at our FAQ page or contact us.

[www.securevirtual.com/faq.htm](http://www.securevirtual.com/faq.htm)

[www.securevirtual.com/contact.htm](http://www.securevirtual.com/contact.htm)