FHU Printer Setup on Windows 8 Computers

A Step-by-Step Guide for Faculty and Students

At a Glance

This guide will outline the steps to connect your Windows 8 computer to FHU public printers.

Verify LPR Print Monitor Service is Enabled

1. Press the *Windows key* and *X key* on your keyboard simultaneously and select *Control Panel* from the box that appears.
2. Select *Programs*.
3. Under *Programs and Features*, select *Turn Windows features on or off*.
4. Press the plus sign to the left of *Print and Document Services* to expand.
5. Verify *LPR Port Monitor* is checked and click *OK*.
6. Select *Control Panel Home*.

Install Printers on Your Computer

1. Select *Hardware and Sound* from the Control Panel home page.
2. Under *Devices and Printers* select *Advanced printer setup*.
3. Immediately press *Stop* to stop the search and select *The printer that I want isn't listed*.
4. Select *Add a local printer or network printer with manual settings* and select *Next*.
5. Select *Create a new port* and then *LPR Port* from the drop-down box. Select *Next*.
6. Name or address of server providing lpd: type in *fhuprint.fhu.edu*
7. Name of printer queue on that server: type in the unique name of the printer as listed on the label attached to the printer. Then select *OK*.
8. Enter the appropriate driver information and click *Next* (if installing a dorm or lab printer, you can use the HP LaserJet P4014/P4015 PCL6 Class Driver). Select *Next*.
9. Be sure *Use the driver that is currently installed (recommended)* is selected. Click *Next*.
10. Enter a descriptive name for the printer that will help you remember which one it is (ex. Sewell Lobby, Library, BK207, etc.). Select *Next*.
11. Decide whether or not you want this to be your default printer and either check or uncheck the box appropriately.
12. Select *Print a test page*. The PaperCut login box should pop up and ask you for your username and password. After entering this, watch your PaperCut balance to be sure it goes down by 10 cents. Select *Finish*.

Additional Assistance

Please contact the HelpDesk at http://helpdesk.fhu.edu or by phone at 731-989-6111 if you need additional assistance.

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