FHU Printer Setup on Windows XP Computers

A Step-by-Step Guide for Faculty and Students

At a Glance

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

Verify LPR Print Monitor Service is Enabled

In this section, we'll examine the steps to verify LPR Print Monitor Service is Enabled.

Step 1: Click *Start* and open the **Control Panel**.

Step 2: Click *Add or Remove Programs*.

Step 3: Select *Add or Remove Windows Components*.

Step 4: Scroll through the list of components and verify *Other Network File and Print Services* is enabled, and then click *Next*.

Step 5: If prompted for a Windows XP CD, insert it into your CD/DVD drive and click *OK*. If you don't have one, contact the HelpDesk for assistance.

Step 6: Click *Finish* after installation is complete.

Install the Printer on Your Computer

In this section, we'll examine the steps to install the printer on your computer.

Step 1: Click *Start* and open the **Control Panel**.

Step 2: Click *Printers and Faxes*.

Step 3: Select *Add a Printer* and click *Next*.

Step 4: Select *Create a New Port,* choose *LPR* as the port type, and click *Next*.

Step 5: Enter the following information and click *OK*:

Name or address of server providing LPD:	fhuprint.fhu.edu
Name of printer or print queue:	*Type the unique name of the printer as listed on the label attached to the printer.*

Step 6: Select or install the appropriate driver for the printer (if the driver is not available in the list of drivers, contact the HelpDesk for assistance).

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Step 7: Enter a descriptive name for *Printer Name,* choose the default printer option as required, and click *Next*.

Step 8: Select *Do Not Share this Printer* and click *Next*.

Step 9: Print a test page to confirm that the printer was installed properly, and then click *Finish*.

Additional Assistance

If you need further assistance, please contact the HelpDesk at http://helpdesk.fhu.edu or by phone at 731-989-6111.

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