



Fermilab

May 23, 2006

To: For Distribution

From: Jud Parker

SUBJECT: Adding a Local TCP/IP Printer (to avoid Domain Login)

Users who login to the FNAL Domain can setup network printers with no problem; however, people who login to their PC with a local account (i.e. visitors, guests, etc.) will need to setup a local TCP/IP printer port and printer in order to access the Directorate's printers.

The following chart lists the Color and Laser Printers which are located within the Directorate on WH-2 East and West, the Public Affairs Office on WH-1 East, the ILC/Global Design Effort group on WH-13 X-Over, the History Office on WH-3 East, and the Archives Office located at 18 Neuqua in the Village.

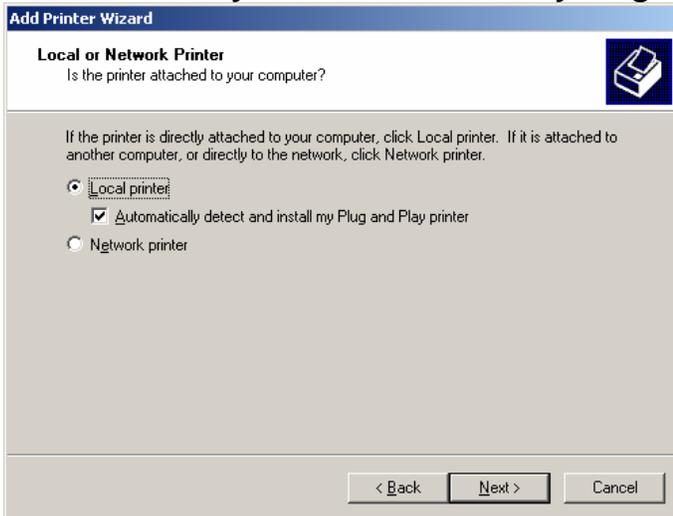
Located Where / Who	Prop #	Printer Name	Mfg. & Type / Model	IP Address
Archives 18 Neuqua	89315	Color_Archvs	Tektronix Phaser 860DP	131.225.38.36
Marilyn Smith WH-2E	89316	Color_DirAdm	Tektronix Phaser 860DP	131.225.19.9
Jud Parker WH-2E	98700	Color_DirSpr	Dell Laser Printer 3100cn	131.225.19.11
Marilyn Dixon WH-2W	95710	Color_GenAdm	Dell Laser Printer 5100cn	131.225.19.4
Maxine Hronek WH-13X	98967	Color_ILCGDE	Xerox Phaser 6350DP	131.225.19.10
Terry Erickson WH-2W	98966	Color_ProjMn	Xerox Phaser 6350DP	131.225.19.12
Public Affairs WH-1E	98489	Color_PubAff	Xerox Phaser 6350DP	131.225.19.64
Maxine Hronek WH-13X	100522	WH13X_ILCGDE	Dell 1600n MFP Printer	131.225.19.6
Public Affairs WH-1E	96433	WH1E_PubAff	HP LaserJet 5100DTN	131.225.19.23
Michelle Gleason WH-2E	56840	WH2E_DirAdm	HP LaserJet 8100DN	131.225.19.71
Xerox Room WH-2E	86885	WH2E_Docutk	Xerox Doc Centre 265ST	131.225.19.15
Sue Grommes WH-2E	51155	WH2E_FrDesk	HP LaserWriter 4Si MX	131.225.19.22
Jackie Coleman WH-2E	97012	WH2E_PrgPln	HP LaserJet 5100DTN	131.225.19.1
Budget Office WH-2W	52102	WH2W_Budget	HP LaserWriter 5Si MX	131.225.19.48
Marilyn Dixon WH-2W	100590	WH2W_GenAdm	HP 4345x MFP Printer	131.225.19.7
Adrienne Kolb WH-3E	91582	WH3E_Histry	HP LaserJet 4100DTN	131.225.28.32

To setup a local TCP/IP printer port and printer:

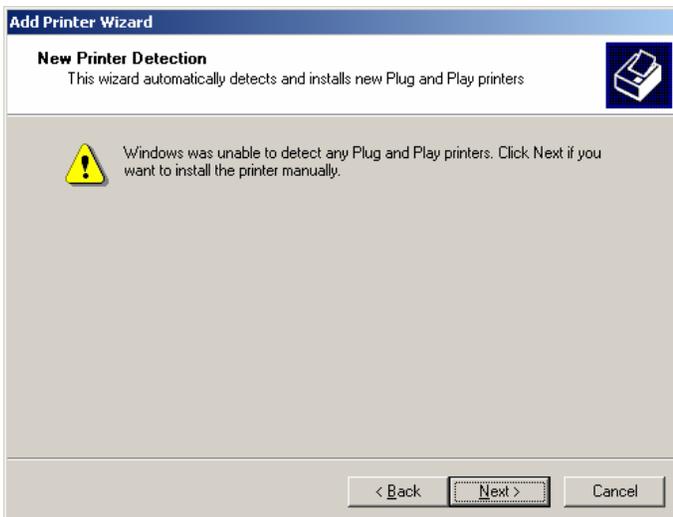
- Go to **Start → Settings → Printers → Add Printer**
- At the **Add Printer Wizard...** click **Next**



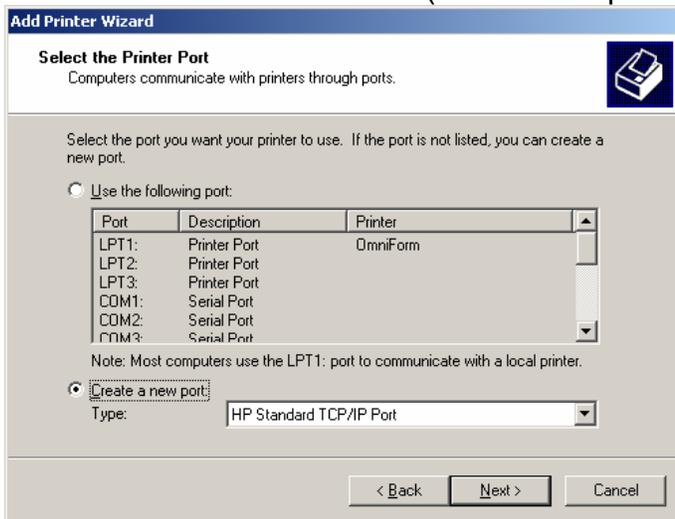
- At the **Local or Network Printer** window... select **Local printer**, optionally check **Automatically detect and install my Plug and Play printer**, and then click **Next**



- At the **New Printer Detection** window... click **Next**



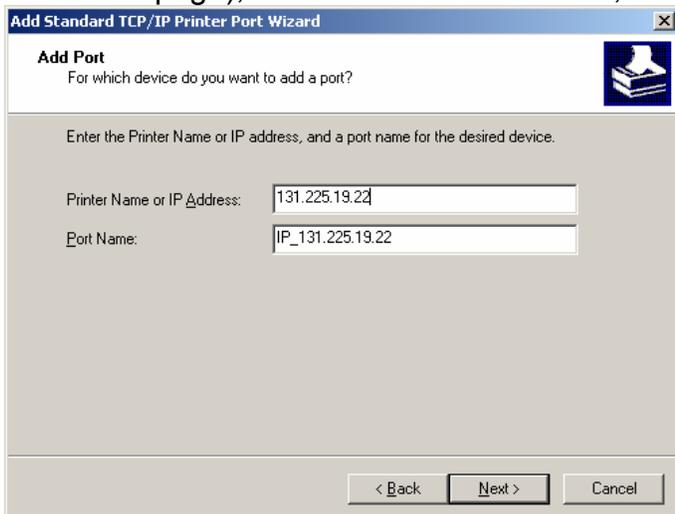
- At the **Select the Printer Port** window... select **Create a new port** and for **Type**, choose **HP Standard TCP/IP Port** (from the drop-down list), and then click **Next**



- At the **Welcome to the Add Standard TCP/IP Printer Port Wizard**... click **Next**



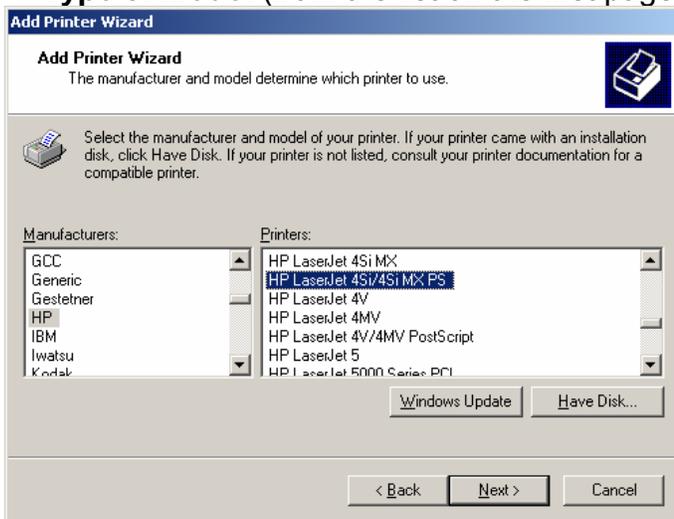
- At the **Welcome to the Add Port** window... type in the printer's **IP Address** (from the list on the first page), let the **Port Name** default, and then click **Next**



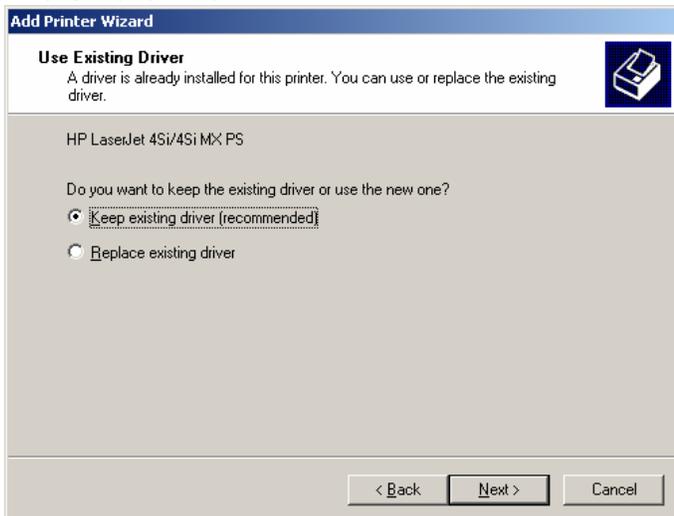
- At the **Completing the Add Standard TCP/IP Printer Port Wizard...** click **Finish**



- Back at the **Add Printer Wizard...** select the printer's **Manufacturer** and then the printer's **Type or Model** (from the list on the first page), and then click **Next**



- At the **Use Existing Driver** window... select **Keep Existing Driver (recommended)** and then click **Next**



- At the **Name Your Printer** window... type in a **Printer Name** or accept the default, select **Yes** or **No** to make the printer your default printer, and then click **Next**

The screenshot shows the 'Name Your Printer' window of the 'Add Printer Wizard'. The title bar reads 'Add Printer Wizard'. The window title is 'Name Your Printer' with a printer icon. The text says 'You must assign a name for this printer.' Below this, it says 'Supply a name for this printer. Some programs do not support server and printer name combinations of more than 31 characters.' There is a text box labeled 'Printer name:' containing the text 'TEST HP LaserJet 4Si/4Si MX PS'. Below the text box, it asks 'Do you want your Windows-based programs to use this printer as the default printer?' with two radio buttons: 'Yes' (unselected) and 'No' (selected). At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- At the **Printer Sharing** window... select **Do not share this printer** and then click **Next**

The screenshot shows the 'Printer Sharing' window of the 'Add Printer Wizard'. The title bar reads 'Add Printer Wizard'. The window title is 'Printer Sharing' with a printer icon. The text says 'You can share this printer with other network users.' Below this, it says 'Indicate whether you want this printer to be available to other users. If you share this printer, you must provide a share name.' There are two radio buttons: 'Do not share this printer' (selected) and 'Share as:' (unselected). The 'Share as:' option has an empty text box next to it. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

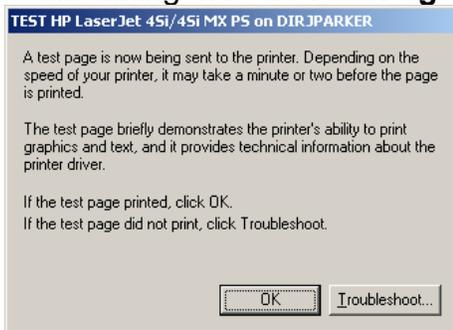
- At the **Print Test Page** window... select **Yes** or **No** to print a test page and confirm the printer's setup and connection, and then click **Next**

The screenshot shows the 'Print Test Page' window of the 'Add Printer Wizard'. The title bar reads 'Add Printer Wizard'. The window title is 'Print Test Page' with a printer icon. The text says 'To confirm that the printer is installed properly, you can print a test page.' Below this, it asks 'Do you want to print a test page?' with two radio buttons: 'Yes' (selected) and 'No' (unselected). At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- At the **Completing the Add Printer Port Wizard** window... click **Finish**



- If you chose to print a test page then you will see a window similar to the following. Assuming that the **Test Page** printed out correctly, click **OK**



- **Done!**