Installing a printer on the Fayette Campus

You need to know the printer name of the printer you’d like to print to. In this case we will be using pcw100a. Your printer name will likely be different. Contact the helpdesk if you have questions on which printers you have access to.

1. Open the printers window.
   a. Windows XP – Click START > SETTINGS > PRINTERS AND FAXES…
   b. Windows 7 – Click START > DEVICES AND PRINTERS
2. Click the ADD PRINTER BUTTON
3. Click ADD NETWORK PRINTER

What type of printer do you want to install?

- Add a local printer
  Use this option only if you don’t have a USB printer. (Windows automatically installs USB printers when you plug them in.)

- Add a network, wireless or Bluetooth printer
  Make sure that your computer is connected to the network or that your Bluetooth or wireless printer is turned on.
4. Click THE PRINTER THAT I WANT ISN'T LISTED

Select a printer

<table>
<thead>
<tr>
<th>Printer Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>LANIER LP026N on UIU-DM1</td>
<td></td>
</tr>
<tr>
<td>Sybase DataWindow PS on UIU-TS1</td>
<td></td>
</tr>
<tr>
<td>PAD216a on UIU-PS1</td>
<td>IT A-D 2nd Floor</td>
</tr>
<tr>
<td>CR staff printer on UIU-TS1</td>
<td>UIU-Cedar Rapids Center</td>
</tr>
<tr>
<td>CR lab printer on UIU-TS1</td>
<td>UIU-Cedar Rapids Center</td>
</tr>
<tr>
<td>KONICA MINOLTA C360SeriesFAX on UIU-D...</td>
<td></td>
</tr>
<tr>
<td>pdsmia14fax on UIU-DM1</td>
<td></td>
</tr>
<tr>
<td>pdsmia14 on UIU-DM1</td>
<td></td>
</tr>
</tbody>
</table>

The printer that I want isn't listed
5. Search for the printer:
   a. In the “Name” field, type the name of the printer you wish to add.
   b. Click “Find Now” after you’ve typed in the printer name.
   c. Double-click on the printer in the “Search Results” pane at the bottom.

6. Wait for the computer to install the printer driver.
7. Click “Next”

8. Set default and print a test page.
   a. If you’d like the printer to be setup as a default printer, select the “Set as the default printer” checkbox.
   b. Optionally you can print a test page to ensure the printer is working.
   c. Click Finish to finish the printer install. The printer will appear with the same name that you searched for.