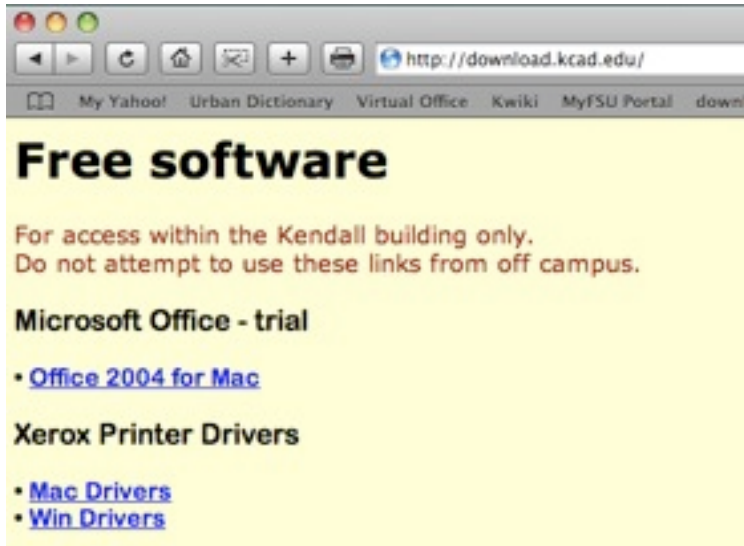


Installing Printers in Windows XP

Before installing a printer make certain you have the correct driver for it. Windows comes with many drivers already installed but it does not have the driver for Leonardo. This driver can be found at download.kcad.edu. Under the **Xerox Printer Drivers** heading click the blue [Win Drivers](#) link to download a “zipped” folder containing the drivers.

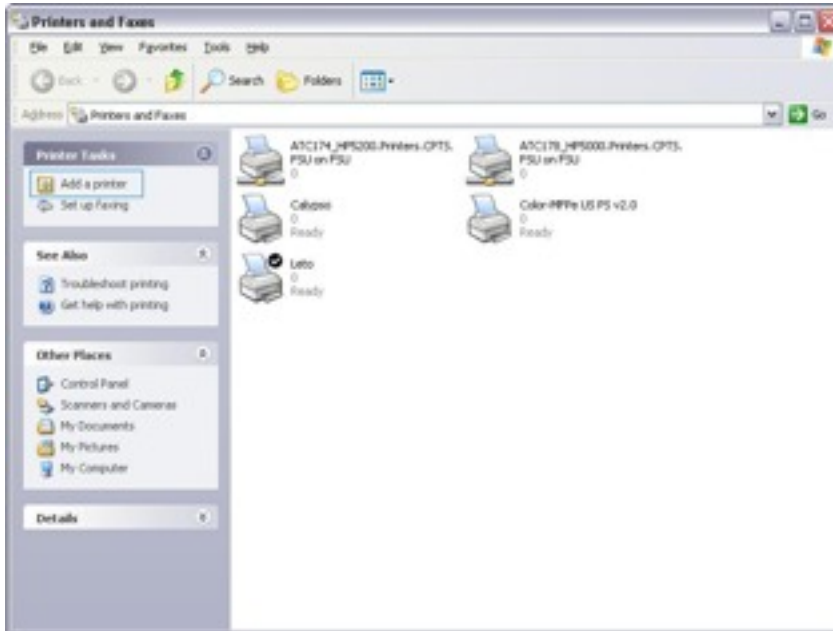


Download the folder and save it to your desktop. Look for a folder named *XeroxWinDri...* and right-click on the folder and select “extract all” from the pop-up menu.

- 1) Click on **Start** then **Printers and Faxes**.



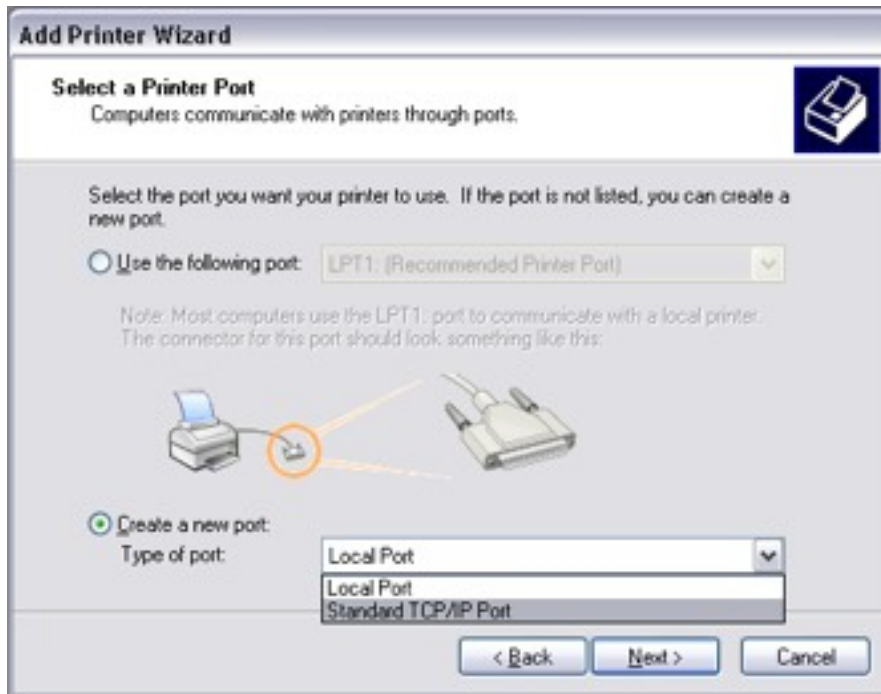
2) Select **Add a Printer**.



3) On the first window select next. On the following window you will see this. Select **Local printer attached to this computer**. Make sure the Plug and Play printer checkbox is *not* checked. Then click next.



4) Select **Create a new port**. Then select **Standard TCP/IP Port**. Then click next.



5) You will then see this window. In the Printer Name field, enter the name of the printer you are installing. For example, if you are installing Leonardo type "Leonardo.kcad.edu". Other printers in the building follow the same naming protocol: echo.kcad.edu, calypso.kcad.edu, etc.



6) On the following screen select finish. You will then see the window below. Select the Manufacturer of the printer on the left and the printer model on the right. This information can be found on the printer. Then select next.

If you do not see the printer model listed you will need to download the driver from the manufacturer's website or see Tech Support in room 406.



If you are installing the drivers for Leonardo click the Have Disk button and browse to the location where you saved the zipped folder. Select the folder labeled “XeroxWinDrivers”, open it and then open the sub-folder named “Win_2K_XP_VISTA”. Select the “oemsetup.inf” file (this

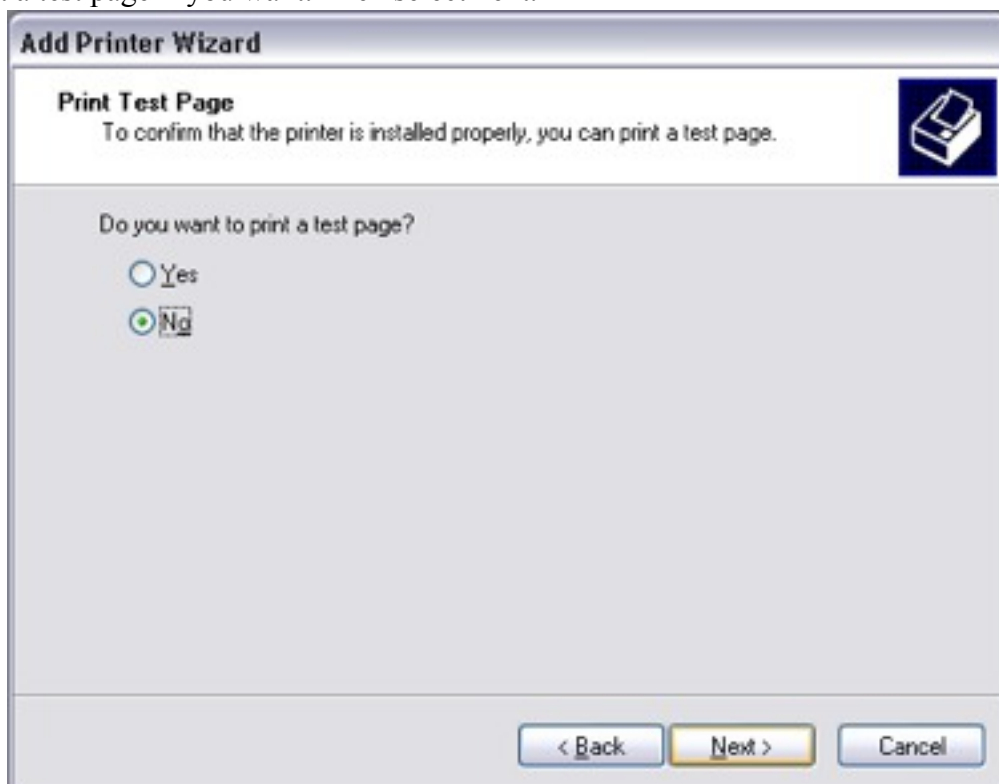
is the driver for Leonardo). Click on it once to highlight it, click the **open button** and then click **OK** in the “Install from disk” window. Click **next** in the Add Printer Wizard.

7) Type the name of the printer (Leonardo, Echo, Demeter, etc.) and select the option for default printer if you wish. Then select next.



The screenshot shows the 'Add Printer Wizard' dialog box at the 'Name Your Printer' step. The title bar reads 'Add Printer Wizard'. Below the title bar, the section is titled 'Name Your Printer' with the instruction 'You must assign a name to this printer.' and a printer icon. The main text says: 'Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.' There is a text input field labeled 'Printer name:' containing the text 'Demeter'. Below the input field, the question 'Do you want to use this printer as the default printer?' is followed by two radio buttons: 'Yes' (unselected) and 'No' (selected). At the bottom, there are three buttons: '< Back', 'Next >' (highlighted in yellow), and 'Cancel'.

8) Print a test page if you want. Then select next.



The screenshot shows the 'Add Printer Wizard' dialog box at the 'Print Test Page' step. The title bar reads 'Add Printer Wizard'. Below the title bar, the section is titled 'Print Test Page' with the instruction 'To confirm that the printer is installed properly, you can print a test page.' and a printer icon. The main text asks: 'Do you want to print a test page?' followed by two radio buttons: 'Yes' (unselected) and 'No' (selected). At the bottom, there are three buttons: '< Back', 'Next >' (highlighted in yellow), and 'Cancel'.

9) Select finish. At this point the printer will be added and viewable in your Printers and Faxes window.



If you have any questions or problems feel free to stop by Tech Support in room 406.