




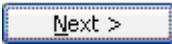
# Setting Up Windows Printers

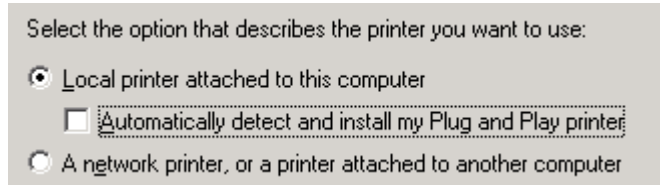
Instructor Led Training  
Chapter 2 – Exercise C

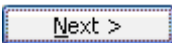
Topics include:

- [Create a Windows Printer for the Classroom MFP](#)
- [Create Virtual Classroom Printers](#)

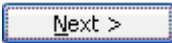
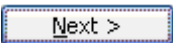

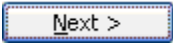
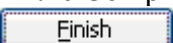
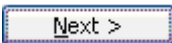
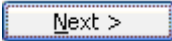
## Create a Windows Printer for the Classroom MFP

1. Click the  button and then click **Printers and Faxes**.
2. Double-click the **Add Printer** icon.
3. Click the  button.
4. Click the **Local printer attached to this computer** radio button and then click to clear the **Automatically detect and install** check box.

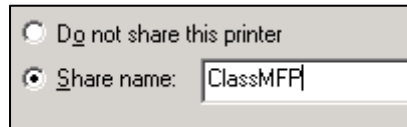


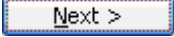
5. Click the  button.
6. In the Select a Printer Port dialog box, click the **Create a new Port** radio button.
7. Click the **Type of port** drop-down arrow and select **Standard TCP/IP Port**.

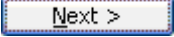


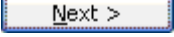
8. Click the  button.
9. In the Add Standard TCP/IP Printer Port Wizard dialog box, click the  button.
10. Type the **IP address** or **name** of the classroom printer; leave the **Port name** field as it appears.
11. Click the  button.
12. If the Additional Port Information dialog box appears, leave the **Device type** radio button selected with **Generic Network** displayed in the drop-down field, unless otherwise directed by the instructor; click the  button.
13. In the Completing the Add Standard TCP/IP Printer Port Wizard dialog box, click the  button.
14. In the Install Printer Software dialog box, select the appropriate printer manufacture and model for your classroom printer.
15. Click the  button.
16. In the Name Your Printer dialog box, type **ClassMFP**; leave the printer as your default printer.
17. Click the  button.

18. In the Printer Sharing dialog box, click the **Share name** radio button and then type **ClassMFP** in the field.




19. Click the  button.

20. In the Location and Comment dialog box, click the  button; leave all fields empty.

21. In the Print Test Page dialog box, click the **Yes** radio button and then click the  button.

22. In the Completing the Add Printer Wizard dialog box, click the  button.

23. In the <Printer Name> test page dialog box, if the test page prints successfully, click the  button.

**NOTE:** Do **NOT** proceed until you successfully print a test page.

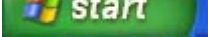
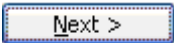
24. Close all open Windows in the virtual server, but do NOT exit the virtual server image.

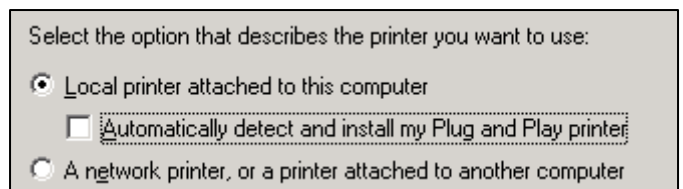
## Create Virtual Classroom Printers

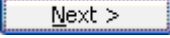
**NOTE:** The creation of five virtual classroom printers in the following steps is optional if you have AT LEAST two printers in the classroom that student can use. In the event physical printers are unavailable, the virtual printers are configured to allow students to simulate print activity, monitoring print activity and holding finished print jobs.

### Create an LPT1 Printer Named Temp

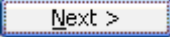
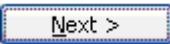
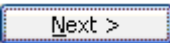
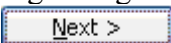
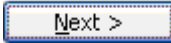
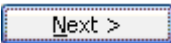
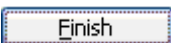
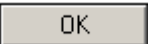
**NOTE:** The “Temp” printer is set to “paused” mode so that error messages do not appear.

1. Click the  button and then click **Printers and Faxes**.
2. Double-click the **Add Printer** icon.
3. Click the  button.
4. Click the **Local printer attached to this computer** radio button.
5. Click to clear the check mark from **Automatically detect and install my Plug and Play printer**.



6. Click the  button.
7. In the Select a Printer Port dialog box, ensure that the **Use the following port** radio button is selected; leave the port as **LPT1**.



8. Click the  button.
9. In the Install Printer Software dialog box, select the printer manufacture and model of your choice.
10. Click the  button.
11. In the Name Your Printer dialog box, type **Temp** in the **Printer name** field, leave the printer as the default printer.
12. Click the  button.
13. In the Printer Sharing dialog box, click the **Share name** radio button, type **Temp** in the field, and then click the  button.
14. In the Location and Comment dialog box, click the  button; leave all fields empty.
15. In the Text Print Page dialog box, click the **Yes** radio button and then click the  button.
16. In the Completing the Add Printer Wizard dialog box, click the  button.
17. When the <Printer name> test print dialog box appears, click the  button.

If the test print fails, an error message appears in the system tray that indicates that your document failed to print. If the test print is successful, the print job counter under the printer name on the printer icon displays **1**. After a few seconds it changes to **0**.



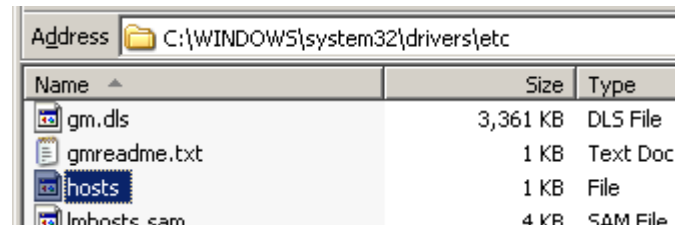
**NOTE:** Do **NOT** proceed until you have successfully printed a test page.

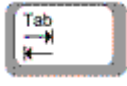

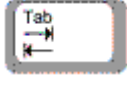

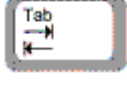

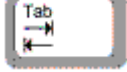

18. Once you have successfully printed a test page, right-click the Temp printer icon and click **Pause Printing**.

**Create Four Virtual IP Addresses and Names for the Printers**

**NOTE:** These steps allow the virtual printers to appear as separate physical devices in Equitrac System Manager.

1. Close all open windows.
2. Right-click **My Computer** and click **Explore**.
3. Navigate to the following location:  
**C:\Windows\system32\drivers\etc**
4. Double click the file named **Hosts**.
5. In the **Open With** dialog box, scroll down the list and double-click **Notepad**; the Notepad application starts and the content of the file appears.
6. Position the cursor on a new line after the last line of text in the document.
7. Type the following four lines of text:





<VirtualIPAddress>  BWPrinter  
  
 <VirtualIPAddress>  ColorPrinter  
  
 <VirtualIPAddress>  FirstFloor  
  
 <VirtualIPAddress>  SecondFloor 

```

127.0.0.1      localhost
192.168.101.157  BWPrinter
192.168.101.157  ColorPrinter
192.168.101.157  FirstFloor
192.168.101.157  SecondFloor
  
```


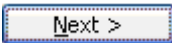
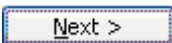
Above is an example of the modified Host file.

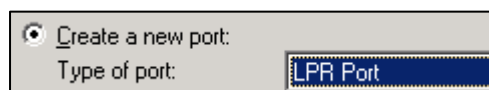
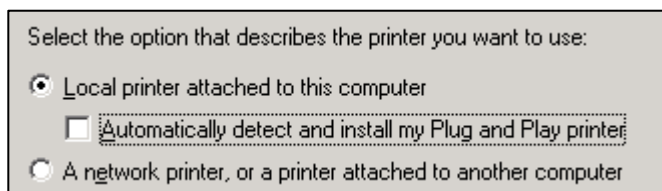
Note: <VirtualIPAddress> is the IP address of your virtual server, as documented in the Network Setup Map (Ch1-B)

8. Click **File> Save** to save the edits to the file.
9. Close the  button to close **Notepad**.
10. Click the  button to close the My Computer window.

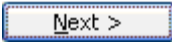
**Create Four LPR Printers**

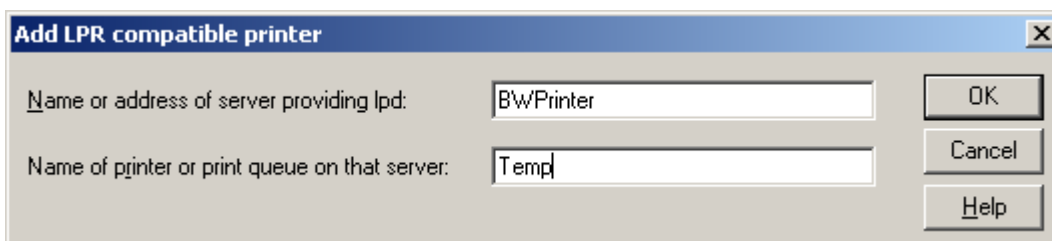
**NOTE:** These steps create virtual printer which accept print jobs and then pass them to the Temp printer.



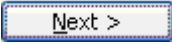
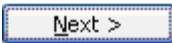
1. Click the  button and then click **Printers and Faxes**.
2. Double-click the **Add Printer** icon.
3. Click the  button.
4. Click the **Local printer attached to this computer** radio button.
5. Click **Automatically detect and install** to clear the check mark.
6. Click the  button.
7. On the Select a Printer Port dialog box, click the **Create a new port** radio button.
8. Click the **Type of port** drop-down arrow and select **LPR Port**.

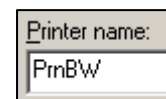


**NOTE:** If the LPR Port is not available, the Print Services for UNIX have not been installed on the computer. Install the print service and repeat these steps.

9. Click the  button.
10. In the **Add LPR compatible printer** dialog box, type the following:  
Name or address of server providing lpd: **BWPrinter**  
Name of printer or print queue on that server: **Temp.** (In mixed case)

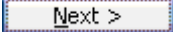
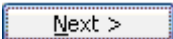




11. Click the  button.
12. Specify a manufacturer and printer model of your choice; click the  button.
13. On the Use Existing Driver dialog box, click the Keep existing driver (recommended) radio button, and then click the  button.
14. In the Name Your Printer dialog box, type **PrnBW** in the **Printer name** field, and make it your default printer.
15. Click the  button.



16. In the Printer Sharing dialog box, leave **PrnBW** in the **Share name** field, and then click the  button.



17. On the Location and Comment dialog box, click the  button; leave all fields empty.
18. On the Print Test Page dialog box, leave the **Yes** radio button selected, and then click the  button.
19. On the Completing the Add Printer Wizard dialog box, click the  button.
20. When the test print dialog box appears, click the  button. Your print job should have passed from the **PrnBW** printer to the **Temp** printer.

### Create Additional LPR Printers

Create three additional LPR printers using the following criteria. Use the same print driver for all printers.

Name of server providing LPD	Print Queue	Printer Name	Share Name
ColorPrinter	Temp	PrnColor	PrnColor
FirstFloor	Temp	PrnFrsFL	PrnFrsFL
SecondFloor	Temp	PrnSecFL	PrnSecFL

When all printers are created, the Printer and Faxes dialog box should appear similar to the following:

