Installing A Printer

For a stand-alone printer connected directly to a computer, find and use the "run-As" command on **setup.exe** on the CD that came with the printer. Follow the instructions for configuring the printer to a personal computer.

For a network printer, you will first need to obtain a configuration page from the printer. The method for printing a configuration page varies slightly between the various models of Dell printers. From the configuration page, find the Host Name or Fully Qualified Domain Name on the page. It is a long string of characters on Dell printers, something like **ET000400E3C42567** and will be used during the installation to create a Standard TCP/IP port.

For an HP printer, on the printer itself, browse through the menus and find "Printer Information" and then "Print Configuration Page". On the configuration page, find **Host Name**. On an HP printer, it will always begin with NPI, such as **NPI3BEBA6**.

Go to the Printers Folder to add a new printer. Uncheck the box to automatically detect and install the printer. Select the option "Standard TCP/IP port" under the "Create new port" area. Enter the Host Name found on the configuration page on the next screen in the "Printer Port" area. If you are installing an HP printer, continue to follow the on-screen instructions. Browse to the drivers folder on the CD or to the location where the drivers are located when prompted. If you are installing a Dell printer, the best method is to **not** run the "setup" file from the CD that came with the printer, but have the CD in the drive for when you get to the point to install the drivers. Follow the same method as described above. After you have entered the Host Name or Fully Qualified Domain Name and continue, you will notice a screen "Additional port information required; the device could not be identified". A screen appears to use a **"generic network card"**. This is OK for Dell printers so just continue to the screen requesting where to locate the printer drivers and select **"Have Disk"**. Browse to the CD and locate the drivers folder and select the correct driver. The purpose for using the described method is that if you use the CD and run "setup", at some point in the future the I.P. address will change and you will no longer have connectivity to the printer. This typically occurs during long school breaks or holidays when the I.P. address gets released and renewed. If you ran "**setup**" from the CD, the printer will function normally until the I.P. address changes. If this occurs, you can create a new TCP/IP port for the printer already installed and this will correct the issue.