

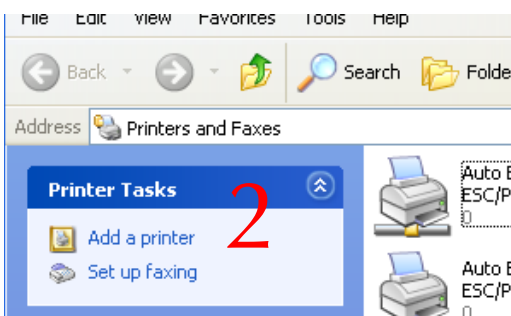
SETTING UP A PRINTER IN CSF

Windows XP

The University Theatre accesses printers through the TCP/IP networking protocol- here' how!



1. From the "Start" bar, choose "Printers and Faxes"



2. In the "Printers and Faxes" window, choose "Add a Printer".



3. Next comes the "Add a Printer" window- hit "Next" to get to...

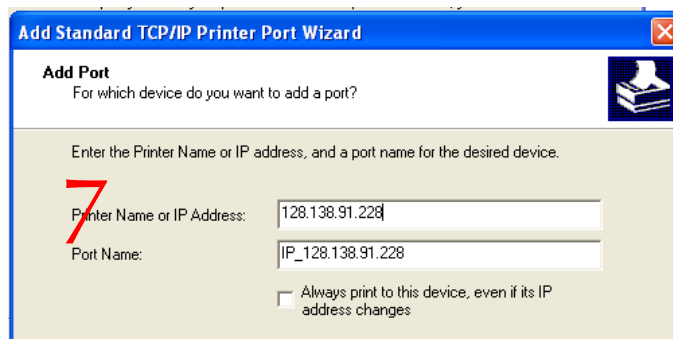


4. Add a LOCAL printer- even though we use TCP/IP, it's local!



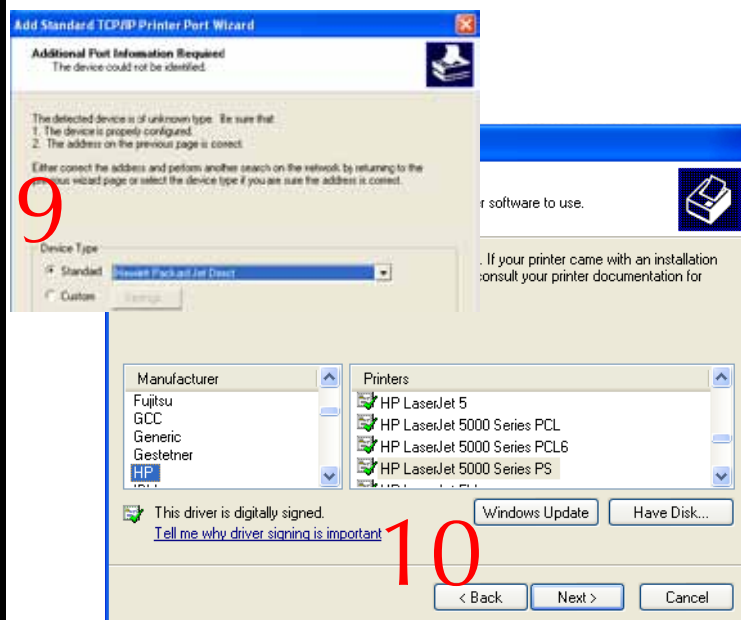
5. Make it easier, uncheck the "Automatically detect" button.

6. Use the "Create a new Port" button, and choose "HP Standard TCP/IP port"



7. Type in the TCP/IP address:
T&D Main Office: 128.138.91.236
CSF Production Office: 128.138.91.240
Lower Shop: 128.138.91.228

8. And hit "Next"

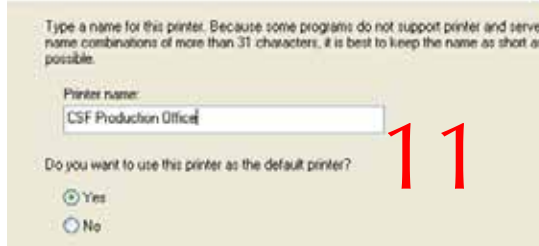


9. If it asks, it's a "JetDirect".

10. The drivers for the Main Office and Production are LaserJet 5000"



11. Give it a name, hit "Next"



12. Confirm your settings and hit "Finish" confirm your settings

You have successfully completed the Add Printer Wizard. You specified the following printer settings:

Name: CSF Production Office
Share name: <Not Shared>
Port: IP_128.138.91.228
Model: HP LaserJet 5000 Series PS
Default: Yes
Test page: No