

Windows 2000 Printers

OBJECTIVES

1. Install a printer.
2. Explore printer properties.
3. Print a test page on the printer.

RESOURCES

1. Marcraft 8000 Trainer with Windows 2000 installed
2. A printer connected to the computer with power turned on
3. Manufacturer's printer drivers (optional)



Operating
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DISCUSSION

This lab will help you install a printer with Windows 2000. The procedure for installing the drivers may vary depending on the model of your printer. You will then explore the properties of the printer and print a test page.



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PROCEDURE

1. **Install printer**
 - a. Boot to the Windows 2000 desktop.
 - b. Click Start/Settings/Printers.
 - c. In the window that opens double-click on Add Printer.
 - d. The *Add Printer Wizard* will appear. Click Next.
 - e. The "Local or network printer" option will appear as in Figure 21-1. Verify that Local printer and "Automatically detect and install my Plug and Play printer" are selected. Click Next.
 - f. If Windows is unable to detect a Plug and Play printer click Next to install the printer manually.

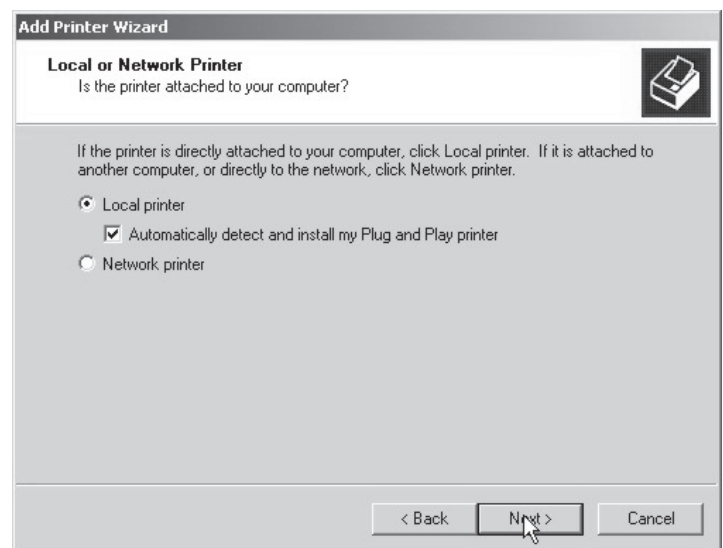
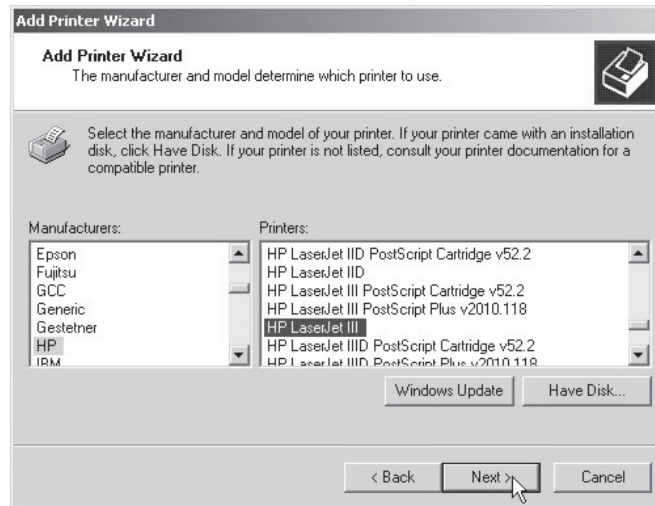


Figure 21-1: Add Printer Wizard

PROCEDURE - 21

- ___g. Click on LPT1 (unless otherwise directed by your instructor) from the list that appears. This is the normal port that is used on a computer for printing. Click Next.
- ___h. Referring to Figure 21-2, scroll down the "Manufacturers:" list to click on the appropriate manufacturer for your printer. Scroll down the "Printers:" list and select the appropriate model of your printer. If your printer is not listed, insert the CD provided by the manufacturer, click Have Disk, specify the location, click OK, and follow the prompts to install the printer.



**Figure 21-2:
Printer Selection**

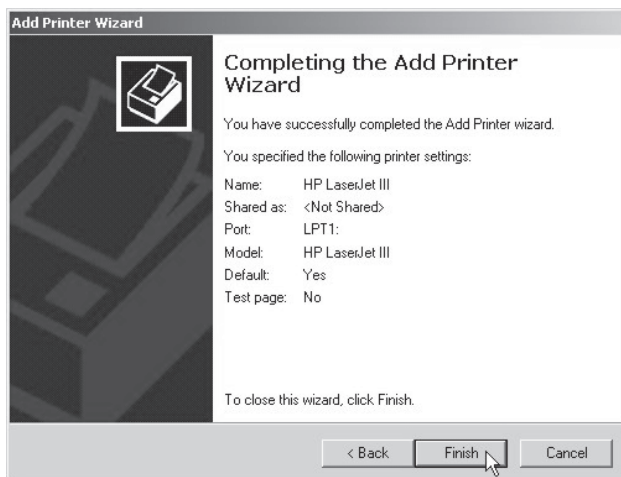
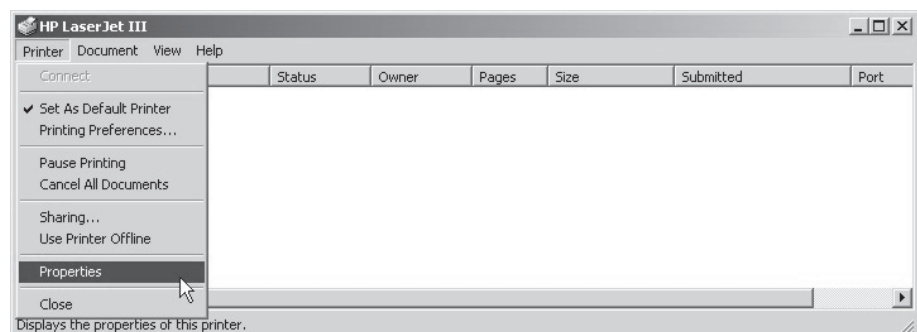


Figure 21-3: Completing the Add Printer Wizard

- ___i. Record the manufacturer and model of the printer in Table 21-1. Click Next.
- ___j. You will be prompted to specify a name for the printer. Use the default and click Next.
- ___k. Choose "Do not share this printer". This will be used in a later procedure. Click Next.
- ___l. You will be prompted to print a test page; select "No". Click Next.
- ___m. You will see a window similar to Figure 21-3. Verify the information and click Finish.
- ___n. After files are copied verify that the printer now appears in the PRINTERS folder.

2. View Printer Properties and Test page

- ___a. Double-click the printer you have just installed.
- ___b. A window similar to Figure 21-4 will appear. Click Printer/Properties.



**Figure 21-4:
The Printer Window**

- ___ c. The properties of the printer will now open to the General tab. From this tab you can change the name, location, comments, and printing preferences of the printer. Click the Print Test Page button.
- ___ d. A window similar to Figure 21-5 will appear. Verify that the test page has printed correctly and click OK.

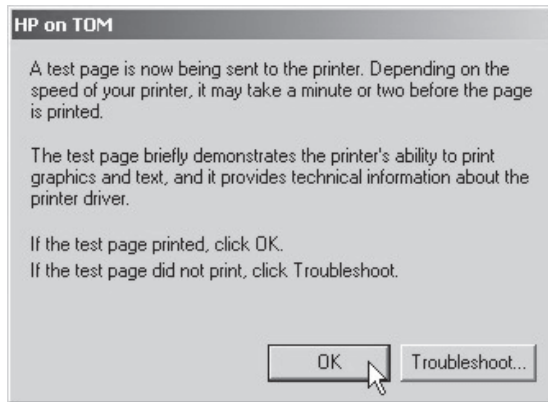


Figure 21-5: Test Page Dialog

- ___ e. On the test page that has printed look for the "Driver name:" information. Record the name of the driver in Table 21-2.
- ___ f. Click the Ports tab. This shows information about the communication ports available on your computer. From this window you can Add, Delete, and Configure ports.
- ___ g. Click the Advanced tab. From this tab you can change the printer's availability schedule, spool settings, defaults, print processing format, and separator page settings.
- ___ h. Click the Security tab. From this window you change access privileges from users on your computer.
- ___ i. Click the Device Settings tab. It may look similar to Figure 21-6. The settings in this window are specific to your printer. You can change various paper and cartridge settings from this window.
- ___ j. Click OK and close all open windows.
- ___ k. Shut down the computer.

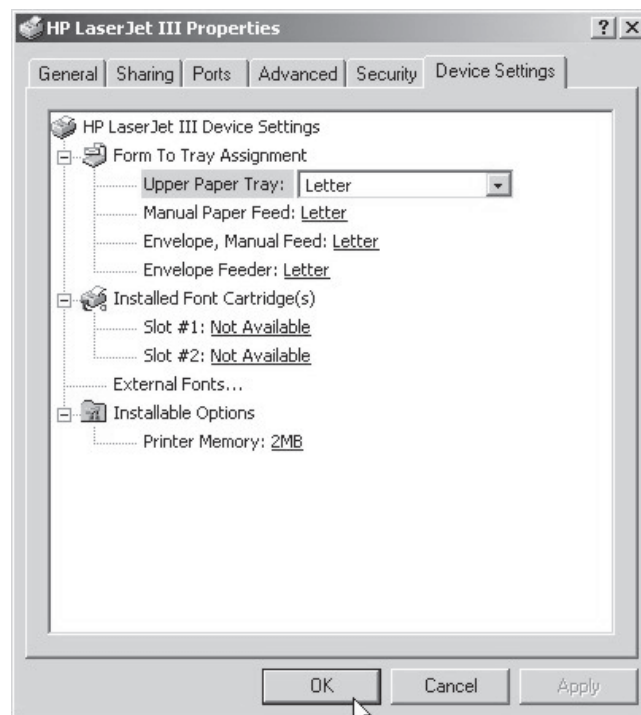


Figure 21-6: Device Settings

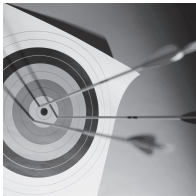
TABLES

Table 21-1

Printer	
Manufacturer:	
Model:	

Table 21-2

Printer Driver Name:	
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Feedback

LAB QUESTIONS

1. Did you install a local or network printer?
2. On what port is the printer installed?
3. Did you share the printer?
4. What can you do from the Advanced tab?
5. What are some possible settings from the Device Settings tab?