



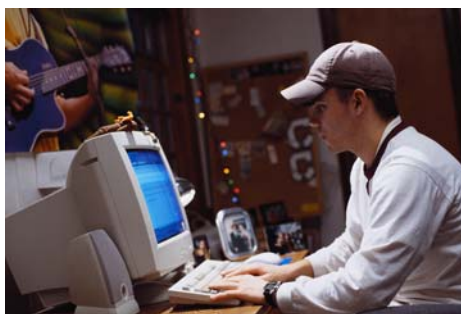
## Installing a Personally-Owned Printer

Students, faculty and staff can install a personally-owned printer to their personally-owned or university provided computer in their office or in their residence hall.

### Necessary Hardware and Software:

Make sure you have all necessary cables and that you have the printer software, which should have been included with your printer either on disk or CD, before beginning installation. You will need this information for installation.

Printer typically have *Plug and Play* devices. If you have the printer plugged into the computer before the computer is powered on, the computer may detect the presence of the new printer automatically and guide you through the installation steps for the software, when the computer is booted.



In the case of *non-Plug and Play* printers you will need to follow the steps listed below. The following instructions are for a computer with a *Microsoft Windows* operating system.

### Setting up your personal printer:

Make sure both the printer and computer are powered off.

Attach the printer cable to the printer port on the back of the computer and to the printer. The do the following:

1. Boot the computer and login with your username and password.
2. **Double**-click the **My Computer** icon.
3. **Double**-click on the **Control Panel** icon
4. **Double**-click the **Printers Folder**.

5. **Double**-click the **Add New Printer** icon.
6. The **Add Printer Wizard** window will open. Click **Next**.
7. Click **Local Printer**.
8. Click **Next**.
9. Choose the **LPT1** printer port.
10. Click **Next**.
11. Choose the *manufacturer* of your printer, and then choose the printer *model*. If your printer model is not listed, select the printer manufacturer only.
12. Click **Have Disk** and insert your floppy disk or CD into the appropriate drive.
13. The rest of the steps differ between printers. Read and follow the on-screen instructions.
14. Follow the steps of the **Add Printer Wizard**, and if you wish this printer to be the one you automatically print to, select the *default* setting.
15. Choose **Yes** for printing a test page.
16. Make sure the printer is turned on and has paper, and then click **Next**.
17. After the printer software is copied, (this may take several minutes), the test page should be printed. If the page printed correctly, click **Yes**.

### Need Help? Call the Help Desk

*Information Systems* will configure your personal printer for a \$25.00 charge, which will be automatically billed to your University account. Configuration set up does not include hardware or software troubleshooting other than that required for configuration. *Information Systems* also does not provide hardware or software. If you are interested in having *Information Systems* configure your personal printer, contact the *Client Computing—Information Systems Help Desk* at 660-562-1634 or your residence hall Peer Educator in Residence for Technology (PERT).

