

Configuring Windows XP Laptop Printing

Selecting the type of printer

1. Start Menu → Click on “Printers and Faxes”
2. In the Printer and Faxes window click on “Add a Printer” in the upper left.
3. When the first page of the Add Printer Wizard appears click “Next.”
4. You need to install a **Local printer** so select local printer. Make sure that “Automatically detect and install my Plug-and-Play printer” is unchecked and click “Next.”

Creating a printer port

1. While in the “Select a Printer Port” you need to select the “**Create a new port:**” option and change the “Type of port” to **Standard TCP/IP Port** and click “Next.”
2. On the following window click next.

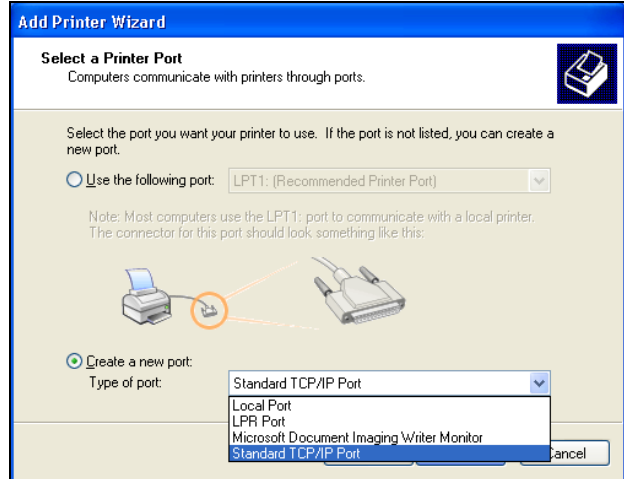
Configuring the TCP/IP port

1. Once the “Add Port” window appears add the appropriate print server address from the table below in the “**Printer Name or IP Address:**” field.
2. The “Port Name:” field should automatically fill while the “Printer Name” field is being typed. If installing the color printer, add “color” after the server name in the “Port Name:” field. If installing any printer in Goldwater, add “gwc” after the sever name. Once completed click “Next.”
3. A windows saying “Additional Port Information Required” will pop up.

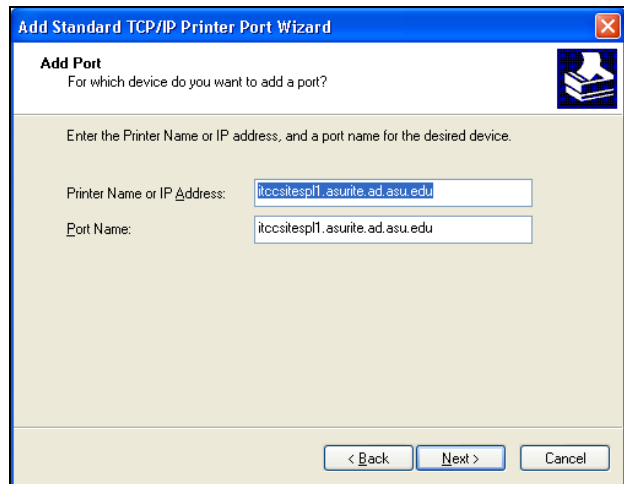
Printer Address and Queue Table

Site	Print Server Address	Available print queues in bold
Tempe - Computing Commons Atrium	itccsitespl1.asurite.ad.asu.edu	cc102nprt – Atrium Release Station - B&W cc102ncolor – Atrium Color Pinter
Tempe - COOR Computing Commons	itcsitespl1.asurite.ad.asu.edu	ch150prt – Coor Release Station – B&W ch150color – Coor Color Printer
Tempe - BAC16	itbacsitespl1.asurite.ad.asu.edu	bc016prt – BAC Release Station – B&W bc016color – BAC Color Printer
Tempe - GWC185	itcsitespl1.asurite.ad.asu.edu	gwc185prt – GWC Release Station – B&W gwc185color – GWC Color Printer
West - Technopolis	itwestsitespl1.asurite.ad.asu.edu	fltecprrt – Technopolis Release Station – B&W flteccolor – Technopolis Color Printer
Poly - Academic Center Commons	itpolysitesvr2.asurite.ad.asu.edu	cr150eprt – CNTR150 Release Station – B&W cr150wprrt – CNTR 150 Color Printer
DPC - Information Commons	itucspl1.asurite.ad.asu.edu	ic062aprrt – IC Release Station - B&W ic062color – IC Color Printer

Type of printer



Creating the printer port

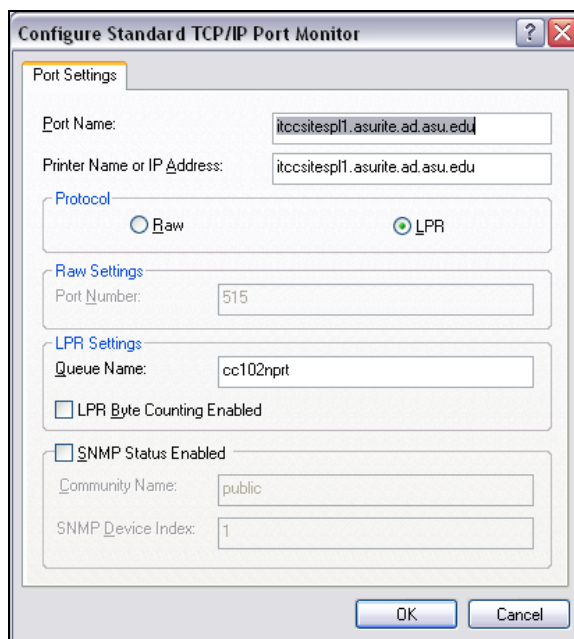


- Under “**Device Type**” Select **Custom**, once selected the settings button should no longer be grayed out.
- Click on the “**Settings**” button.

Configure TCP/IP Port Window

Configuring the LPR Queue

- By default the “**Protocol**” is set to “**Raw**” change it to “**LPR**.”
- Once “**LPR**” is selected the “**Queue Name:**” field under “**LPR Settings**” should no longer be grayed out. Using the “**Printer Address and Queue Table**” from the first page type in the appropriate print queue in the field based on your location and output desired (B&W vs. Color) Click “**OK**.”
- Back on the “**Additional Port Information Required**” window click “**Next**.”
- Click “**Finish**” on the TCP/IP Printer Port Wizard confirmation window.

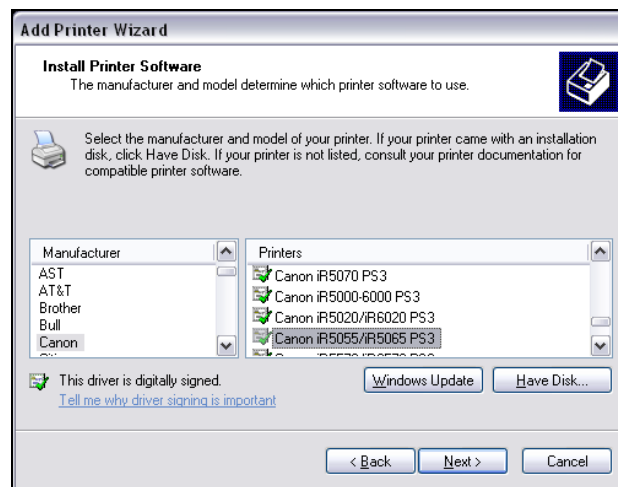


Site Printer Queues	Printer/Driver
Atrium, COOR, & BAC B&W Printers	Canon iR5055/iR5065 PS3
All Color Printers	Canon iRC2880/iRC3380 PS3
WEST, POLY, & GWC B&W Printers	Canon iR3035/iR3045 PS3
DPC B&W Printers	Canon iR3025 PS3

Install and select printer

Installing and selecting the correct printer

- Under the Manufacturer column select “**Canon**.”
- Use the table above to select the correct printer model in the second column based on you location and format needs (B&W vs. Color).
- Once you have selected the correct Manufacture and Printer model click “**Next**.”
- Note: If the printer driver you need to install is not listed as an option on under the “**Printers**” list download and install the printer descriptions files:
<http://asu.edu/it/tempe/classrooms/printing.html>



- You will likely need to download the drivers the first time you install one of the Canon printers.
- Once downloaded and extracted click on “**Have Disk**” and browse to the location you saved the files at.

Renaming the printer

- It’s advantageous for you to rename the newly created printer under **Printer name** (Canon iR5055/iR5065 PS3 *in this example*) to something more meaningful such as the site you are in and the queue you chose, such as CC Atrium B&W Printers or as in the sites “**Atrium Release Station**.” This way when you add Printers in the various computing sites it’s not confusing as to which printer is for which site.

- In most cases you would probably not want this printer to be your default printer. Select “No” and then click “Next.”

Naming the printer

Printer sharing window

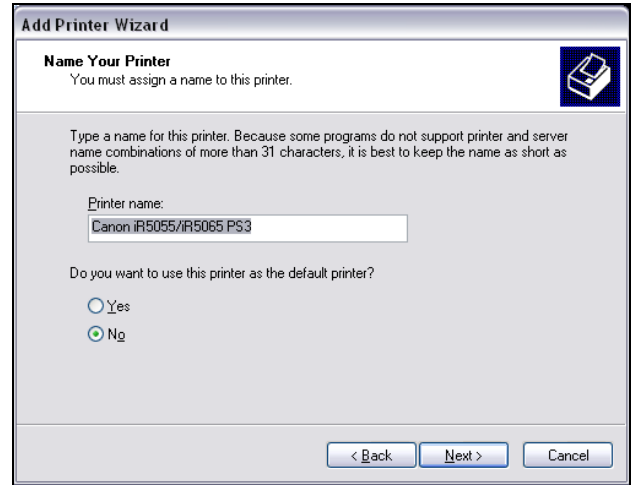
- On the Printer Sharing Window that come up select “Do not share this printer” and click “Next” to continue to the “Print Test Page Window.”

Printer test page window

- Once the “Print Test Page” window appears select “Yes” and submit a test page, this will be useful later on to determine if everything was setup correctly and what your owner name will show up as at the Print Release Station.

Final confirmation window

- Once the final wizard window comes up click “Finish.” After clicking finish, the wizard should install some files and you should receive a pop-up window asking you if the test page printed correctly, click “OK.”
- Now go to the Print Release Station/Screen and swipe your Suncard and see if your document has shown up. If there is a document called “Test Page” in the release queue everything was setup correctly. Be sure to recall your “**Owner**” name on the Print Release Station; it is your account on your personal laptop and is likely not related to your ASURITE ID.
- It is not necessary to print the test page, just verify that the job is there.



Sending the print job to the Print Release Station

Print dialogue box

- Now when you go to print in the program of your choice the Site Printer Queue you set-up should be an available option.
- Note: There is no supported direct printing client for laptop printing where you enter a username, password. Instead the owner information sent to the release station will default to your laptop machine’s local account currently logged on and the job description will either be the file name of the document being printed or the web address of the website being printed.
- To install other printers for the various sites just repeat the steps above selecting different print servers, and drivers for the corresponding sites.
- When using the release station pay attention to the instructions, be sure to logoff the release station/job screen when you are done releasing your print jobs.
- One final note: You **must** be connected and logged on to the ASU or ASUPublic wireless network for printing to work.

