

## Installing Microsoft 2000 Server Printing Exercises

### Exercise 1– Installing a Local Printer

For this exercise it is assumed that you do not have a print device attached to the server. You will practice manually installing printer software from within the Printers folder.

1. Click Start and choose Printers and Faxes.
2. Double-click the **Add Printer** icon in the Printers folder to start the **Add Printer Wizard**.
3. Click the **Next** button to start the Wizard
4. Choose **Local Printer** and make sure the **Automatically detect Plug-and-Play** option is NOT selected. Click the Next button to proceed.

You are next presented with a list of printer ports. You can choose which port you want your local printer to use.

5. Select **Use an existing port** , select **File: (Print to File)** and press the **Next** button.
6. Click **Next** to start the Wizard
7. Click the **Next** button to proceed with the wizard. The wizard will display the Install Printer Driver window
8. In the **Install the printer driver** dialog box, select **HP** from the left box and **HP LaserJet 4100 Series PCL** from the right box.
9. Click Next.
10. You next see a window prompting for a printer name. This name will be used locally to identify the printer. Edit the name to **HP4100** and click **Next**.
11. Click the **Share this printer:** option button. The printer name is used as the default share name.
12. Type **HP4100** as the Share name for this printer. This is the name that will be used by the clients to locate and attach to this network printer. Click **Next**. Click **Finish**
13. Click **OK** to exit the Printer properties dialog box. In the Printers window a small hand indicates that this printer is now shared and can be used by network clients.

Note that you can print documents to a file and then copy them to a compatible printer. From Surgient, you will need to copy the file from the Server to your local machine and then copy the file to your local printer. The driver used to create the printer on the server will need to be compatible with your local printer (on your home or lab computer).