University of Edinburgh

Library Systems Department

Installing Printers

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1 Document Control

1.1 Amendment History

Version	Date		Initials
1.0	4/3/99		KM

1.2 Filename Path

Document can be found at the following path:

\\lib-srv1\images\document\training\train0058.doc

2 Introduction

To give a brief description on how to install a printer locally or on the network.

3 Pre-Requisites

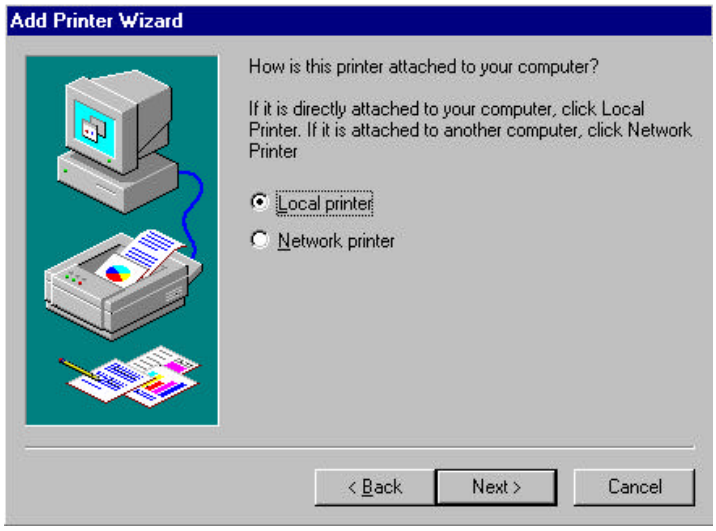
Helpdesk login needed and access to Printer Driver folder in Images on Lib-srv1.

4 Step by Step Instructions

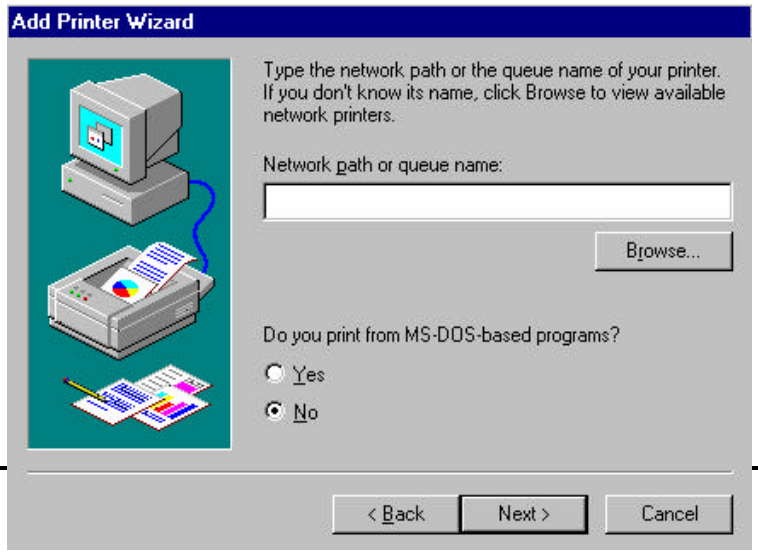
1 Remove printer from packaging, take all packaging from inside printer and install toner cartridge.

2 To install printer – Go to **Programs, Settings, Printers.**

3 Choose **Add Printer**, - Next - Choose Local or Network - this depends on whether the Printer is being networked or not.



4 If Local - choose local. If networked, choose that option and in the Network Path box type the printer queue ; i.e. \\lib-srv4\psmlsd_q



5 Next choose Printer model, to do this click on **Have Disk** box - choose **Browse** - choose N:\ drive - open **Printer Drivers** folder - choose **Printer model** i.e. HP2100 - choose O.S. from folder list - OK - OK again - Next - Next - Default Printer = Yes Next - Print test page to finish.

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