



Lab - Install a Printer in Windows

Introduction

In this lab, you will install a printer. You will find, download, and update the driver and the software for the printer.

Recommended Equipment

- A computer running Windows
- Internet connection
- Printer

Instructions

Part 1: Connect a printer.

Connect a printer to a computer directly or connect the printer to a local network. Plug the printer power cord into an AC outlet if necessary. Unlock the printer if it is locked. Refer to the instruction manual if you do not know how to unlock the printer. Printer heads are often locked to prevent damage during shipment.

Part 2: Install the printer driver.

A printer driver is a software program that enables the computer and the printer to communicate with each other. The driver also provides an interface for the user to configure printer options. Each printer model has a unique driver.

- a. After you have powered on the printer, the operating system may discover the printer and installs the driver if the printer is directly connected to the computer via a USB cable.
- b. If the installation process does not start automatically, navigate to the **Control Panel > Devices and Printers**. Click **Add a printer**.
- c. Select your printer in the results. If it is not found, click **The printer that I want isn't listed** and provide the necessary information to locate the printer. Follow the on-screen information to complete the installation.

Part 3: Install and download an up-to-date printer driver.

To ensure that your computer has the most current driver, find the manufacturer and the model number of the printer.

Visit the manufacturer's web site and navigate to the product downloads or support page. Download the most recent driver and software for the model of printer device that you have installed. The software and driver must be compatible with your operating system. Make sure that you download the driver with a matching architecture for your computer (x64 or x32), if necessary.

- a. Download the driver. The driver is often found in archive format.
- b. Extract the driver to a temporary folder on your desktop, if necessary.
- c. The installation wizard may start automatically after file extraction. If not, double-click the .exe file or .msi file.
- d. Follow the installation wizard instructions until the software and driver have been installed.

Lab - Install a Printer in Windows

- e. Reboot your computer if necessary.

Part 4: Print a test page.

- a. To verify printer functionality, navigate to **Control Panel > Devices and Printers**.
- b. Right-click the printer and select **Printer Properties**.
- c. Click **Print Test Page** in the General tab to print a test page.

Reflection Question

Why would you download and install software and drivers when windows already installs them for you?

Andrei Dion Lopez

This is to make sure that the driver that windows automatically installed is the latest driver that the manufacturer has published online, and the reason to download the latest drivers is to make sure that any issues the outdated drivers had is fixed by the patches of the latest drivers.

Francis Elijah Formalejo:

Because even though windows already installed the printer drivers, they might be outdated. Downloading from the manufacturer will make sure that it has the latest updates. This will help by making the printer run smoothly and avoid errors in the future.

Ian Paulo Lisud

This is to make sure that the driver installed by Windows is the most updated version. Downloading directly from the manufacturer ensures the driver has the latest fixes and updates, which helps the printer run smoothly and prevents errors.

Juan Paulo Lara:

The importance of installing such drivers from a manufacturer site is to make sure the drivers are up to date with bug fixes, security patches for exploits and vulnerabilities, and generally smaller chances of a driver conflict compared to the Windows counterparts. Windows usually supplies these drivers automatically through Windows Update but not every device supports one. Instances such as installing a printer, can take a while to install properly and sometimes it may even cause errors. By installing the drivers from the manufacturer, you get the driver that is verified and tested by the manufacturer.

Conclusion Analysis:

Concluding this activity, our group learned the ways of installing various ways to install printer drivers in Windows through the use of the control panel applet Devices and Printers and downloading drivers from the manufacturer's site. During installation through the control panel, it involved more steps of installing the driver from inputting the device name and interface to waiting for Windows to search for drivers. Through downloading the drivers from the manufacturer site, it's overall easier with the use of an installation wizard. The installation simply involved just clicking on the dialog choices and next buttons. After installation, at the control panel again, clicking through the device properties, a test page is printed. Both methods lead to this outcome but the members' preferred choice is to install a driver through a wizard as it's just a one-click install.

Screenshots for Part 2:

The screenshots illustrate the process of adding a printer in Windows:

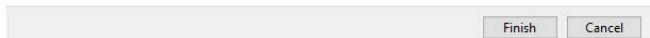
- Find a printer by other options**: Shows various connection methods like "My printer is a little older. Help me find it.", "Select a shared printer by name", "Add a printer using an IP address or hostname", "Add a Bluetooth, wireless or network discoverable printer", and "Add a local printer or network printer with manual settings".
- Choose a printer port**: Allows selecting an existing port (USB001) or creating a new local port.
- Install the printer driver**: Shows the manufacturer (Canon) and printer model (Canon MP250 series Printer) selected. It also indicates the driver is digitally signed.
- Type a printer name**: The printer name is set to "Canon MP250 series Printer".
- Installing printer...**: A progress bar shows the installation process.



You've successfully added Canon MP250 series Printer

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

[Print a test page](#)



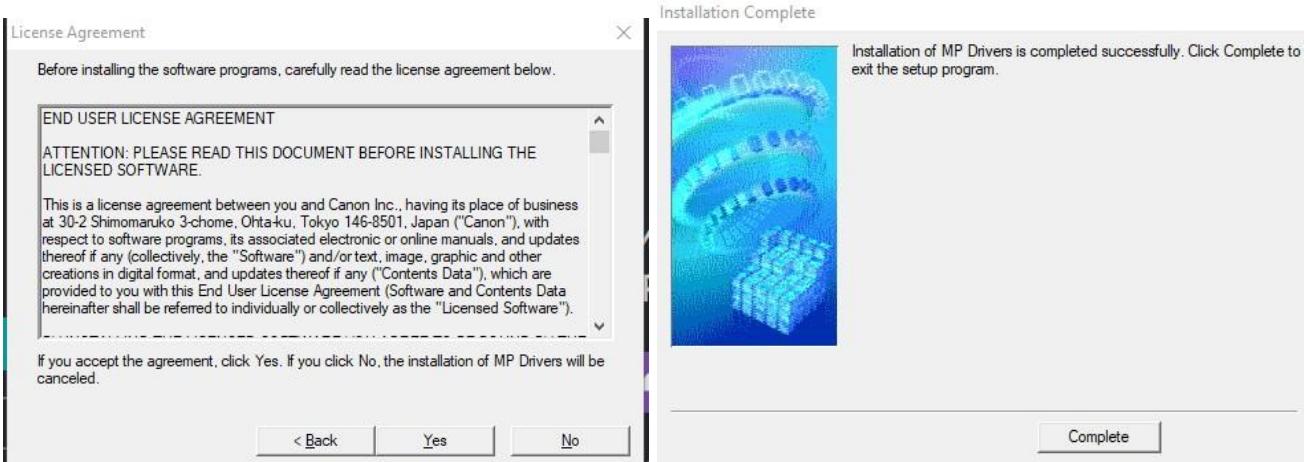
Screenshots for Part 3:

The screenshot shows the Canon website for the Philippines. The URL is https://ph.canon/en/support/0100462801. The page displays the MP250 series MP Driver Ver.1.05 (Windows 10/10 x64/8.1/8.1 x64/8/8 x64/7/7 x64/Vista/Vista64/XP). It includes social media links (Facebook, LinkedIn), last updated date (22-Jul-2015), issue number (0100462801), and a large red 'Download' button. Below the download button is a disclaimer: 'I have read and understood the disclaimer below and wish to download the designated software.'

The screenshot shows the Windows File Explorer Properties dialog box for the file mp68-win-mp250-1_05-ea24.exe. The General tab is selected. The file type is Application (exe), located at C:\Users\user\Downloads\CpE 1st Year 1st Sem\, and has a size of 20.0 MB (21,060,752 bytes). The Attributes section shows options for Read-only and Hidden.

The screenshot shows the 'Welcome' screen of the MP Drivers setup program. It features a blue background image of a gear and text instructions: 'Welcome to the MP Drivers setup program. This program will install MP Drivers on your computer.', 'Before executing the setup program, disconnect the printer cable from the computer and exit all running programs.', 'To exit running programs, click Cancel and temporarily exit the setup program.', 'WARNING: This program is protected by copyright law and international treaties.', and 'Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.'

The screenshot shows the 'Select Your Place of Residence' screen of the setup program. It displays a list of regions: USA, Canada, Latin America, Europe, Middle East, Africa, Asia, and Pacific Region. The 'Asia' option is selected. Navigation buttons at the bottom include < Back, Next >, and Cancel.



Part 4:

The image shows three windows related to printer management. The top window is titled 'Canon MP250 series Printer - USB001' and is a print queue window. It shows a message: 'Printing. Ink is running low. View the ink details.' It lists the document name as 'Test Page', owner as 'user', and printing pages as 1. Buttons for 'Display Print Queue...' and 'Cancel Printing' are visible. The middle window is titled 'Canon MP250 series Printer Properties' and is the printer properties dialog. It shows basic information like model (Canon MP250 series Printer), location, and comment fields. Under 'Features', it lists color support (Yes), double-sided printing (Yes), no staples, unknown speed, and unknown maximum resolution. It also shows paper availability for Letter 8.5"x11". Buttons for 'Preferences...', 'Print Test Page', and standard OK/Cancel/Apply/Help are at the bottom. The bottom part of the image shows a physical Canon MP250 series printer on a desk, with a test page emerging from its tray.