

## 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.

- 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.
- If the installation process does not start automatically, navigate to the **Control Panel > Devices and Printers**. Click **Add a printer**.
- 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.

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

- 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:

Find a printer by other options

☐ My printer is a little older. Help me find it.

☐ Select a shared printer by name

Browse...

Example: \\computername\printername or  
http://computername/printers/printername/printer

☐ Add a printer using an IP address or hostname

☐ Add a Bluetooth, wireless or network discoverable printer

☒ Add a local printer or network printer with manual settings

Next

Cancel

Choose a device or printer to add to this PC

No devices found

The printer that I want isn't listed

Next

Cancel

Type a printer name

Printer name:

Canon MP250 series Printer

This printer will be installed with the Canon MP250 series Printer driver.

Next

Cancel

Choose a printer port

A printer port is a type of connection that allows your computer to exchange information with a printer.

☒ Use an existing port:

USB001 (CanonMP250 series)

☐ Create a new port:

Type of port: Local Port

Next

Cancel

Install the printer driver

Choose your printer from the list. To install the driver from an installation CD, click Have Disk.

Manufacturer

Canon

Generic

Microsoft

Printers

Canon MP250 series Printer

This driver is digitally signed.

[Tell me why driver signing is important](#)

Have Disk...

Next

Cancel

Installing printer...

Next

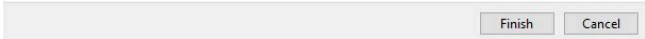
Cancel



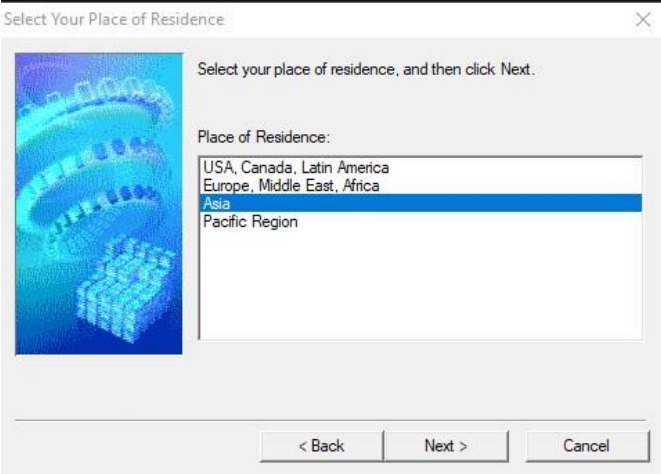
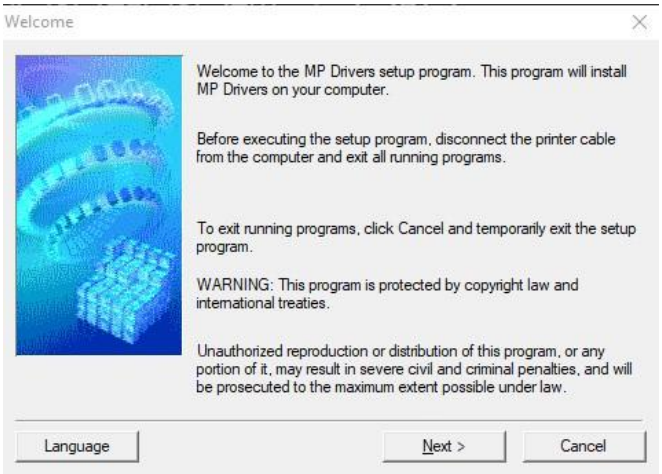
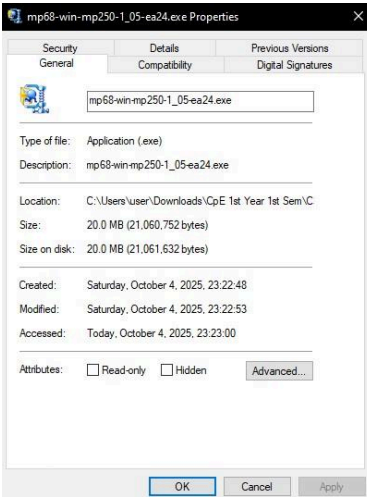
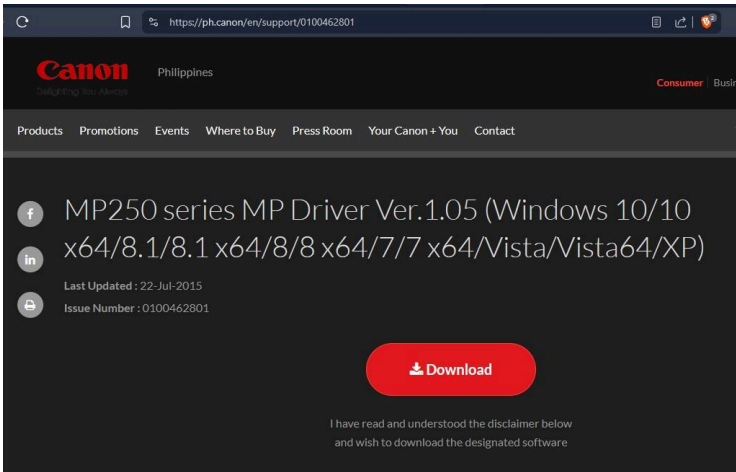
You've successfully added Canon MP250 series Printer

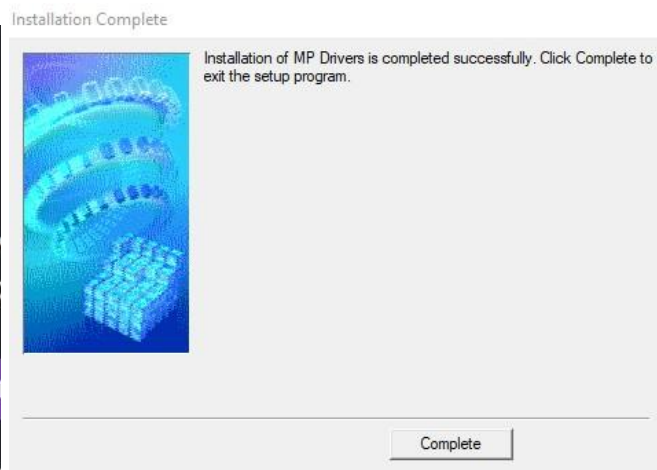
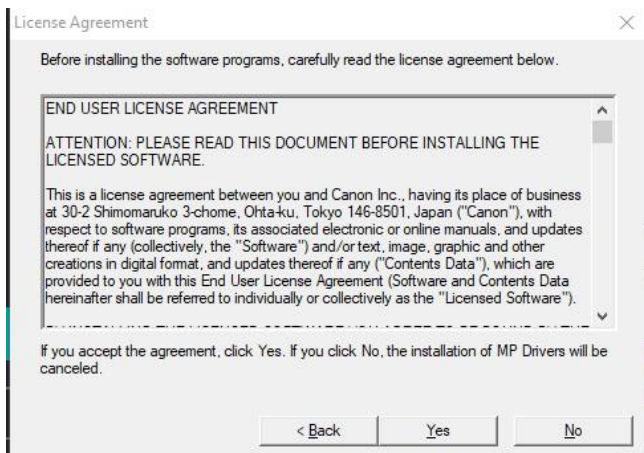
To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

Print a test page



Screenshots for Part 3:





#### Part 4:

