

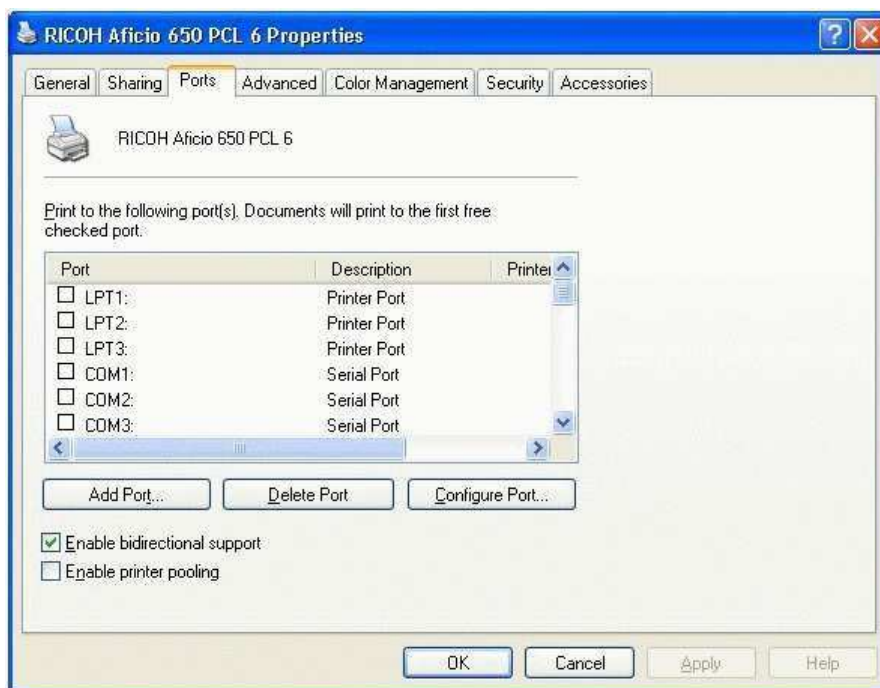
## Installing USB Printer

All local printers installed via Global Print Tool point to LPT1 port (which conflicts if trying to add a USB printer) therefore you will have to change the port manually following the steps below:

1. Install the **Local** printer via desired method mentioned below and exit the GPT.
2. Navigate to **Control Panel**
3. Open the **Printers & Faxes**
4. Select **Properties** on the newly installed printer (via **right click** menu)
5. Navigate to the **Ports** tab, and select the USB one (**un-tick** box from LPT1 and **tick the USB**, i.e. Port USB001 - Virtual Printer Port)
6. Click **Apply** button, then **OK** to close the dialog window.

If this is not allowed by default, you might need to repeat the above steps with an admin access.

Screenshot of Printer Properties displaying the Ports tab



## Printer Installation through Native or pre-installed drivers

1. Navigate to **Start > All Programs > Tools > ZFS Global Print Tool 2.3 XL**

**Note:**

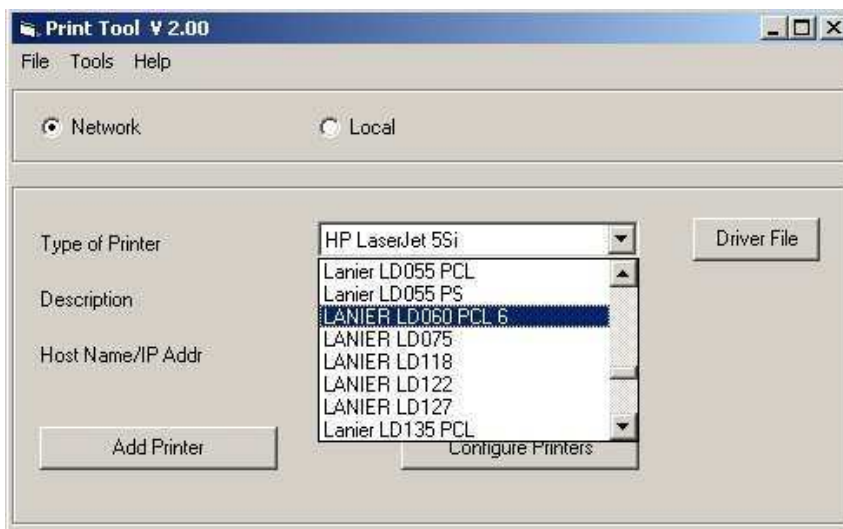
if the ZFS Global Print Tool is not listed there, simply install it via BMC Tuner:

<http://bpower.zurich2.com:5282/ZFS/Current/Zurich/GlobalPrinterTool/R2/ZFS-ENGGlobalPrinterTool-2.3-UKG>

**UK Note:** if some drivers are missing, check this additional driver pack is

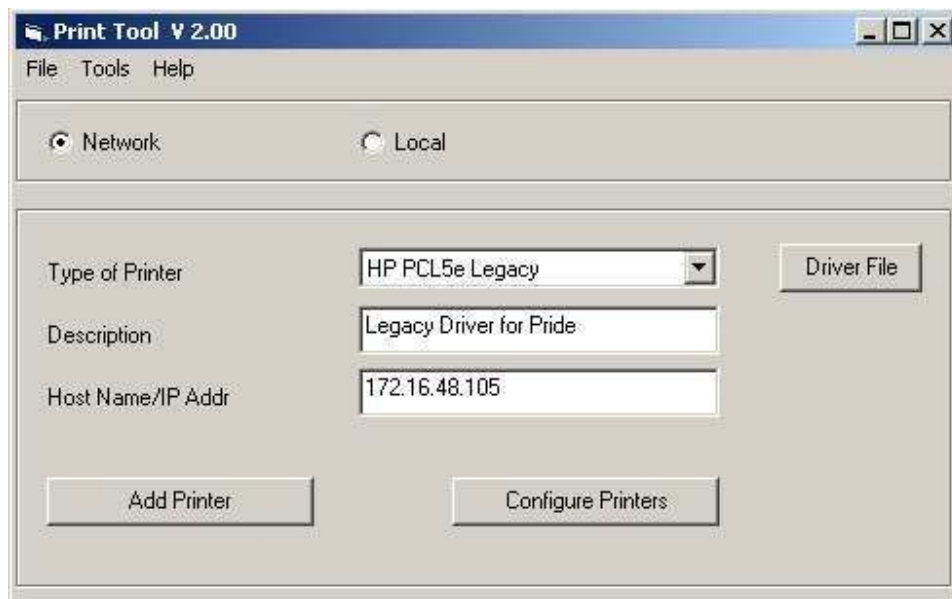
installed: <http://bpower.zurich2.com:5282/ZFS/Current/Zurich/UKPrinterDriverPack/ZIC-ENGUKPrinterDriverPack-2.8-UKG>

2. Select either **Network** or **Local**
3. Click the down arrow to find your printer model and preferred driver, then click the **Add Printer** button

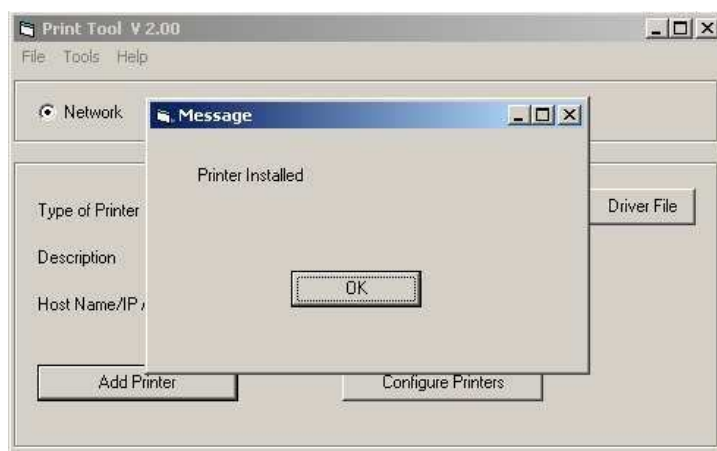


4. Enter a **Description**(optional) and the **IP address or hostname**(mandatory) for the printer and click on the button **Add Printer**.

**Note:** In case you don't know the details, please note that all printers should be labeled with the name, location and IP address of the printer. If there is no label on the printer, please get the details from your colleagues.



5. A couple of minutes after clicking the Add Printer button you should receive the notice that the printer has been added. Click **OK**



6. You are then given the opportunity to set it as your default.



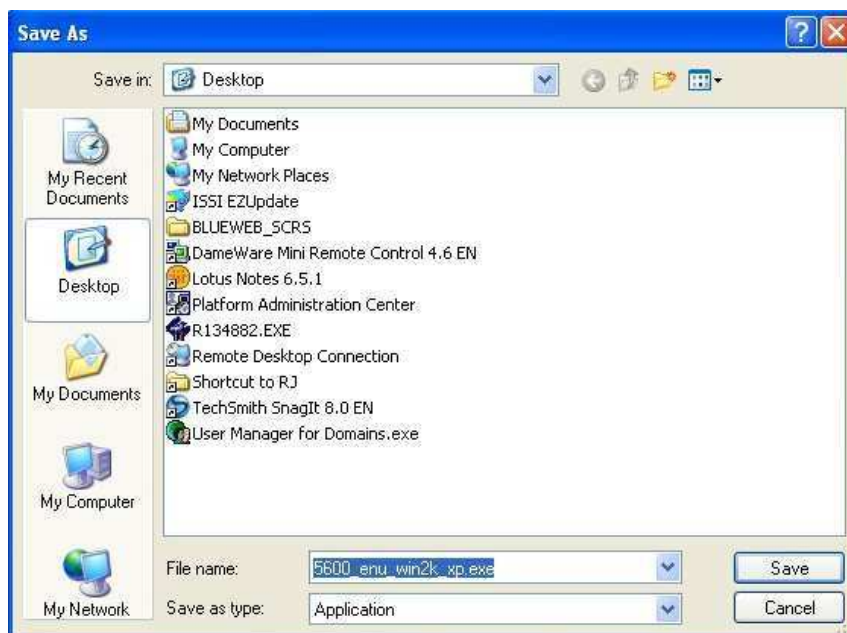
## Downloading printer drivers from the internet

**Note:** Personal printers can be installed for **printing function ONLY** (no scanning, faxing, printer management software & additional features)

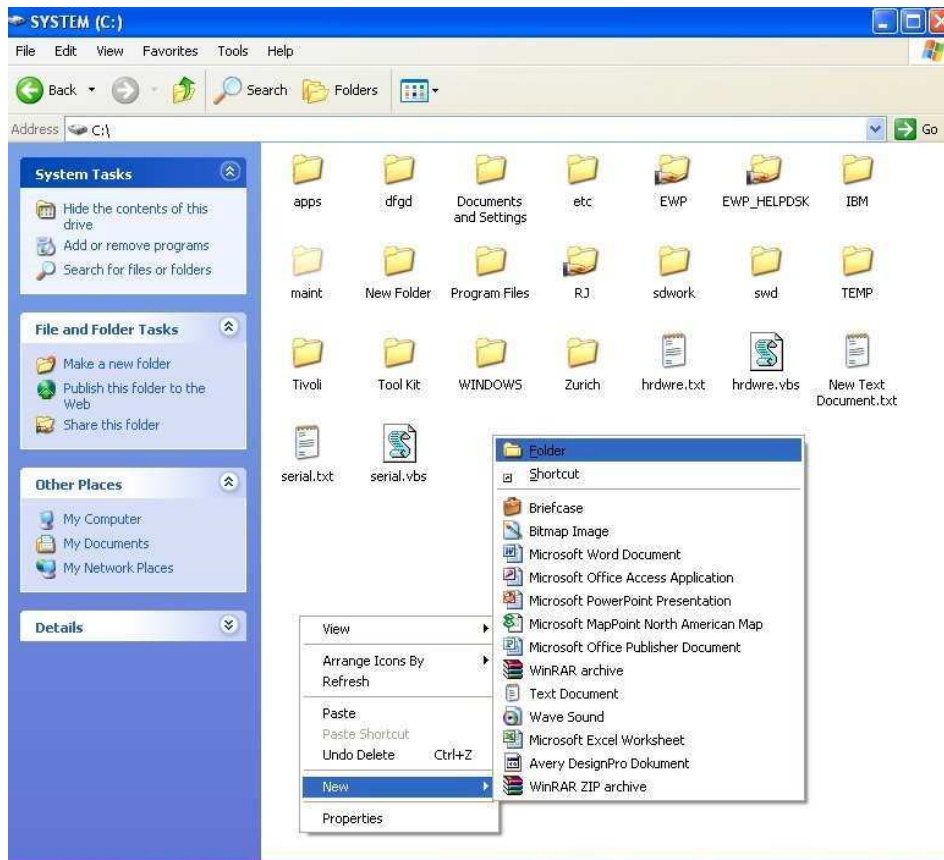
Most of the printer drivers will be with the following three sites.

- <http://www.lexmark.com/>
- <http://www.hp.com/>
- <http://www.lanier.com/>

### 1. Download Printer Driver to the Desktop



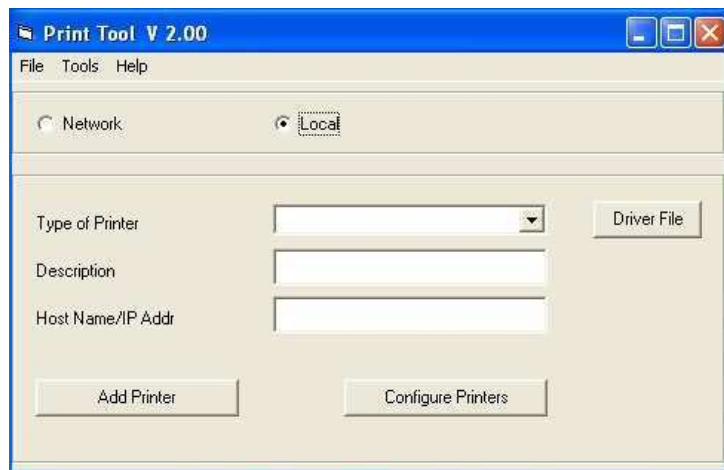
### 2. Create Folder in C:\



3. Double Click Driver on Desktop, and Extract to the Newly Created Folder in the C:\

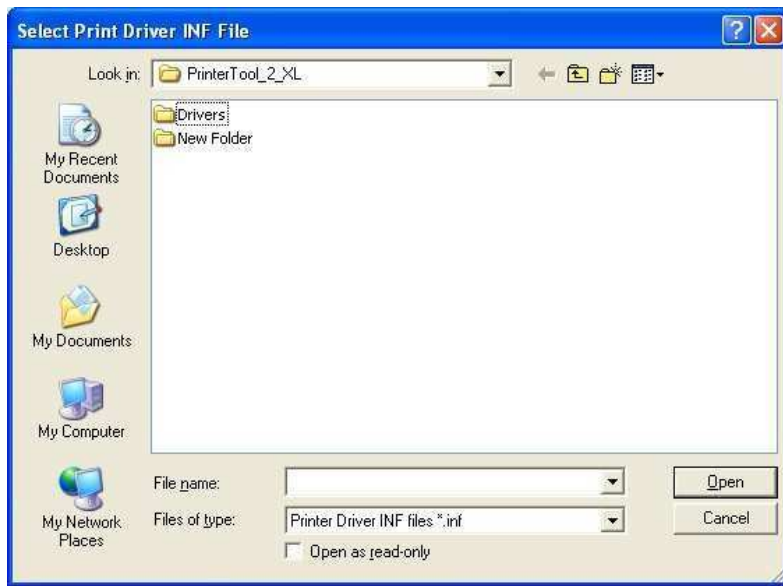


4. Go to the Print Tool in the **Start > All Programs > Tools > ZFS Global Print Tool 2.3 XL**

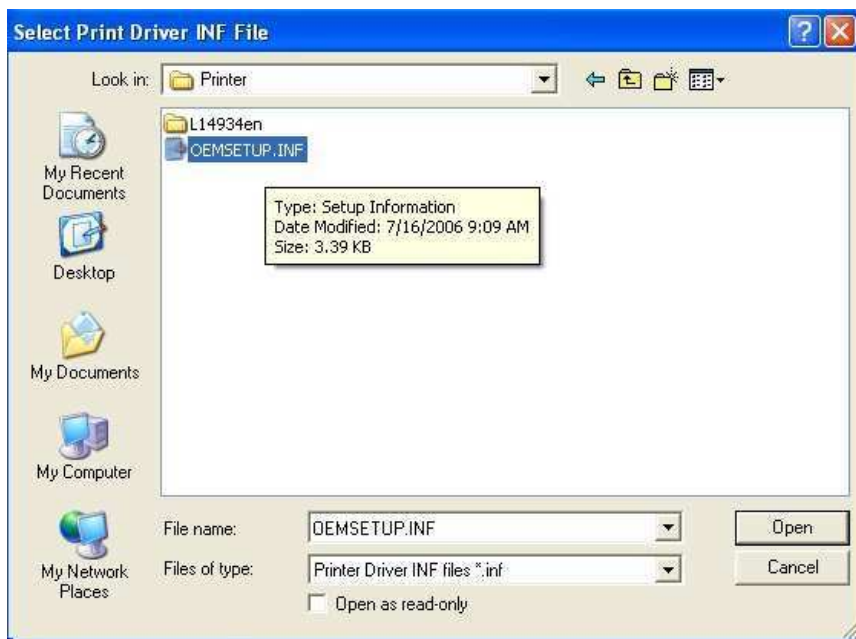


5. Open up Print Tool and select either **Network** or **Local** Printer

Click on **Driver File** button, and then 'Select Printer Driver' window comes up:

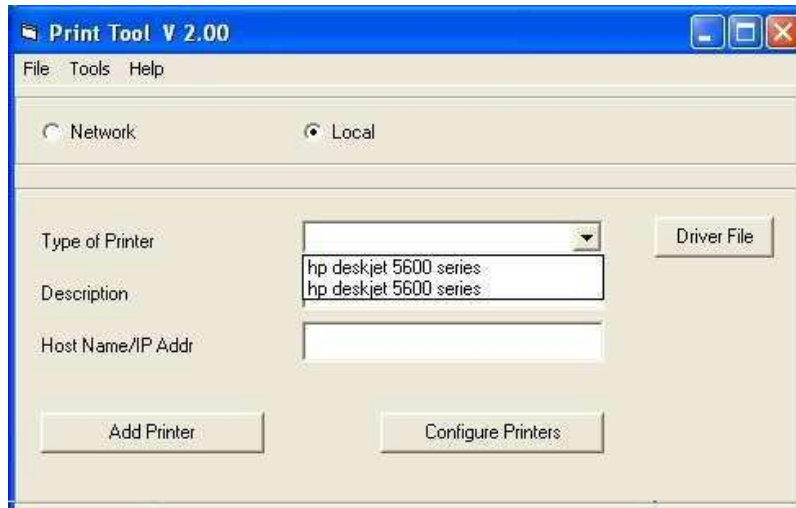


6. Navigate to the C:\ drive, and select the folder where drivers were extracted (folder you have selected in steps above).

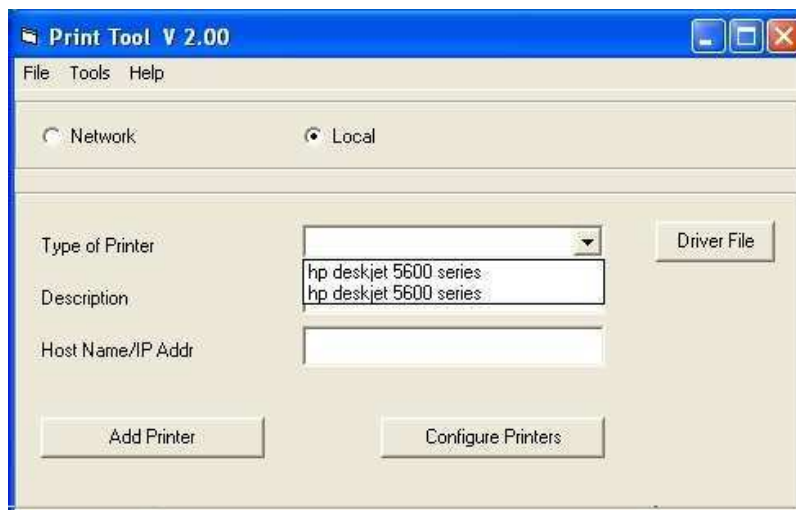




7. Go back to the Print Tool, click on drop down arrow key and select printer.



8. Click on **Add Printer**, and the Print Tool will locate the printer.



9. You are then given the opportunity to set it as your default.



10. Verify printer list and test print jobs.

