

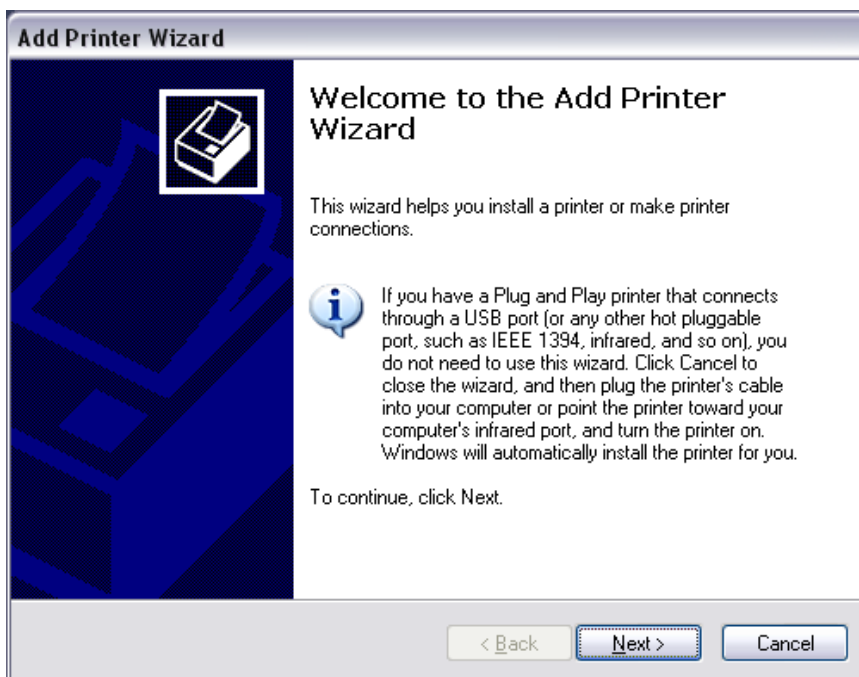
## Adding a local printer

### Notes:

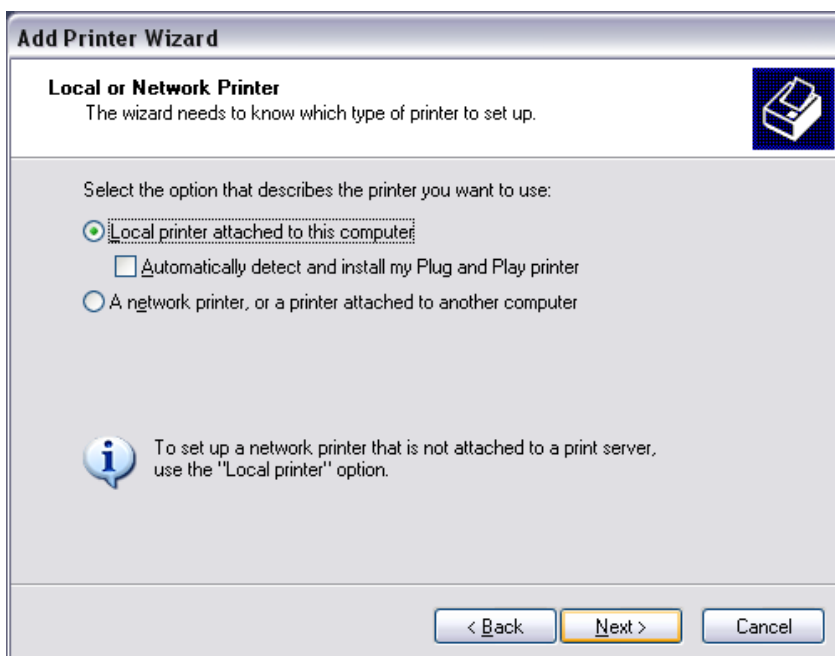
- Complete the following steps prior to plugging in your printer for the first time.
- This utility will allow you to add the appropriate software drivers for your printer to allow you to print to this device. It will not allow you to run the setup.exe program that came with your printer, so some advanced functions like low ink notifications will not be installed.

### Steps

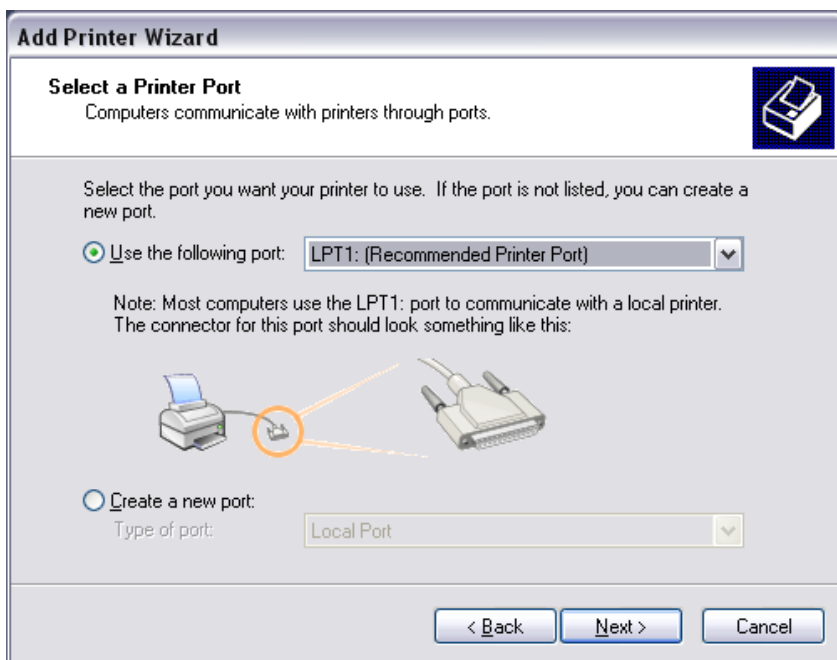
1. Click on the add printer icon  
(Start > Programs > HCPS Utilities > Add Printer Wizard)
2. The following dialog box will appear



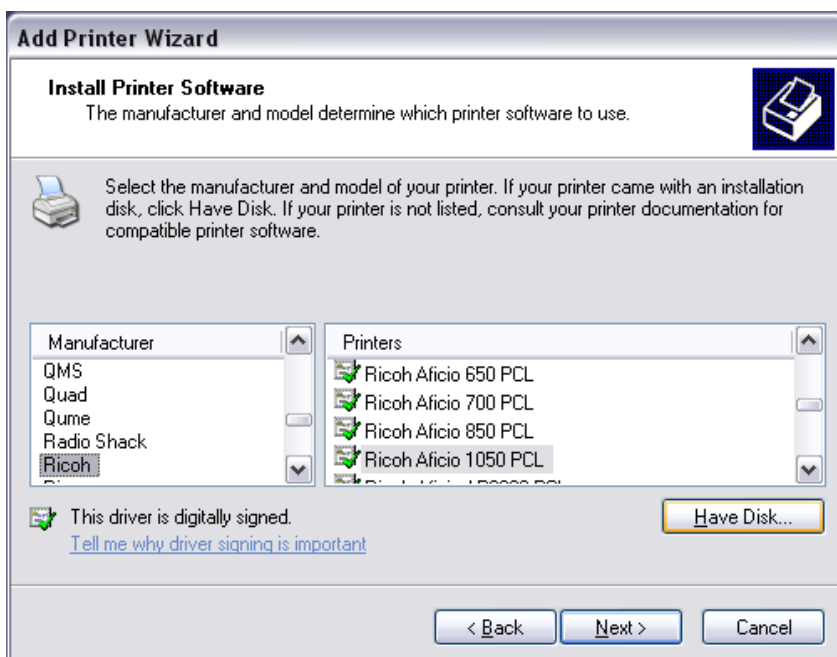
3. Next



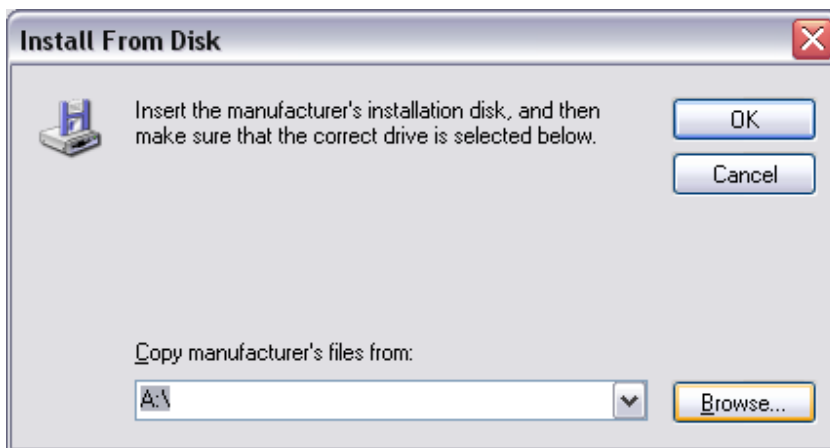
4. Check “Local printer attached to this computer”
5. Next



6. Use the following port “LPT1: (Recommended Printer Port)”
7. Next



8. Look at the available drivers by manufacturers, if yours is listed use the one from the list. If not click on “Have Disk”



9. Navigate to the location that contains the drivers, such as a CD-Rom. Each printer manufacture will have a different directory structure for where they keep their drivers, so you may have to hunt and pick here to find it.
10. Select the driver file for your printer (usually a file that ends with .INF)
11. The wizard will ask you if you want to set this printer as the default printer.
12. The wizard will then ask you if want to print a test page. (**Select NO**)
13. Plug in the printer, Windows will find the printer and you will be able to start using it.