

Installing a printer on a Windows 95/98 network

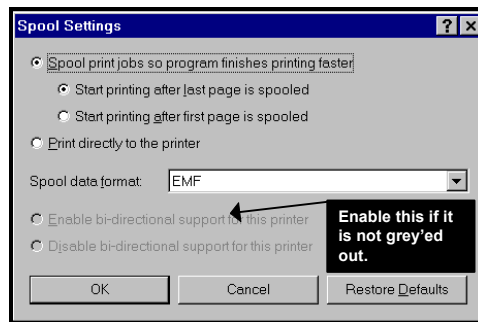


FIRST INSTALL THE PRINTER AS NORMAL

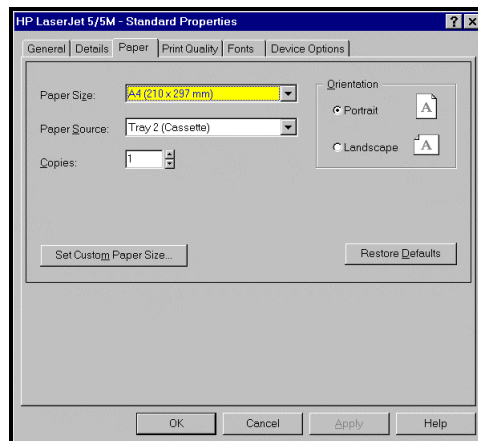
First install the printer as normal onto the workstation where it is meant to be installed. This means :

- **Do Not connect the printer to the PC yet.** Make sure that the PC in question has its printer port configured in the BIOS to at least **EPP** mode (as opposed to "Standard" mode – all new printers nowadays require EPP or ECP mode in order for the end-user's software to be able to use ALL the facilities of the printer; EPP mode causes the least hassle which is why we at AnswersThatWork use it in preference to ECP mode; that said some printers may only work with ECP mode in which case you will have to configure the BIOS for ECP mode).
- Copy all the drivers disks to the **C:\DRIVERS\<Manuf>\<Printer>** directory. For instance, you would copy the drivers disk for an HP LaserJet 6P printer to the **C:\DRIVERS\HP\LJ-6P** directory. For HP printers, copy the disks into **DISK1**, **DISK2**, **DISK3**, etc..., subdirectories. For other brands you can usually copy all the disks into one directory. For CD based drivers you will need to inspect the CD to work out which directories to copy to your hard disk.
- **Now connect the printer to the PC.** Start Windows 95/98.
- On start-up, Windows 95/98 should detect the new printer and ask you to provide the drivers for it. Click on the **Browse** button and skip to the step indicated by the arrow opposite.
If the printer does not get detected go to the step below.
- Go into the **Start \ Settings \ Printers \ Add Printer** icon.
- Choose "**Local Printer**" since you are installing a printer that is "local" to your PC, ie. physically attached to your PC.
- Next, on the window that lists printer manufacturers on the left-hand side, click on the "**Have Disk**" button, and then on the **Browse** button.
- In your Browse window go and locate the directory in the **C:\DRIVERS** directory where you copied the driver disks and where the Browse window is able to find the file that it wants, usually **oemsetup.inf** (Note, for HP printers you need to use DISK2, not DISK1 !).

- Click OK until you are asked to choose the printer that you want to install. Choose the printer in question (for LaserJet 6Ps, use the **Enhanced** version over the Normal version) and click OK to start installing it.
- Check that the “Test Page” has printed correctly. When it has, edit the icon that will have just been created by the “Add Printer” procedure (to edit the icon you **right click** on it and choose Properties).
- Choose the **Details** tab, then the **Spool Settings** button and make sure that the Spool Settings are as shown below :



- Next, go to the **Paper** tab and make sure that it's on A4 or US Letter, whichever applies, that the default tray is one of the cassette trays rather than a multi-purpose tray (MP Tray), etc..., roughly as shown below :



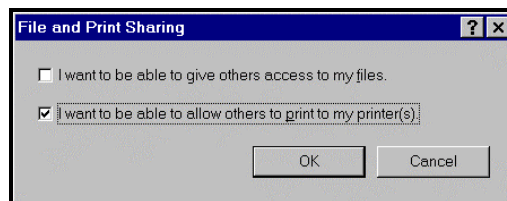
- Click on **OK**. You're ready to print. Try printing from Word, Excel, or something similar. Make sure you can print from all the printer's bins.



ENABLE PRINTER SHARING

The following instructions assume that the PC to which you have just attached the new printer, is already working properly on the Windows 95/98 network.

- Go to **Start \ Settings \ Control Panel \ Network**.
- Go to the **Identification** tab and print it (you'll need to Alt+Print_Screen and paste into Word or WordPad to do that) as you will need to refer to it later.
- Go back to the **Configuration** tab and click on the **File and Print Sharing** button. Indicate that you want to share your printers and click **OK**, as shown below :

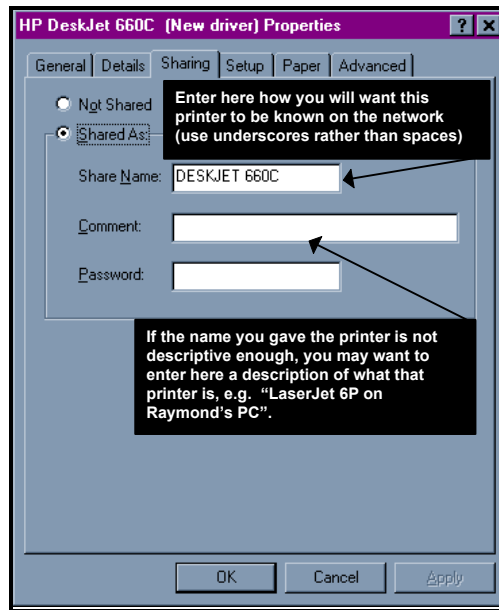


- Once you click on **OK** you will be back onto the **Network** icon and you should notice that there are now three tabs at the top, one of them called "Access Control".
- Click on **OK**. The PC should tell you that it needs to restart Windows. Click **OK**.



MARK THE NEW PRINTER AS A "SHAREABLE" PRINTER

- On reboot, go into **Start \ Settings \ Printers**.
- Right click on the new printer and you should see an option called **Sharing** Choose it and configure the next screen like the one below :

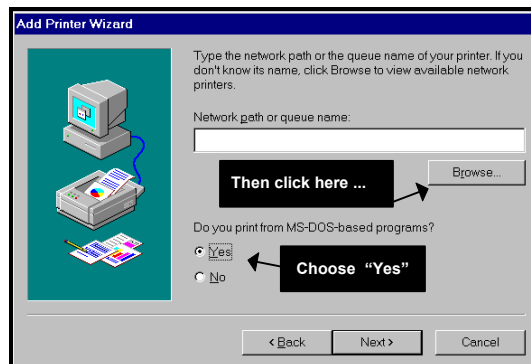


- No need to put in a password at this stage.
- Once you're done, click on **OK**. This will take you back to the "Printers" window where, after a second or so, you should see a **hand** holding the icon for that printer : this shows that that printer is now shareable across the network and can be used by other PCs on your Windows 95/98 network.

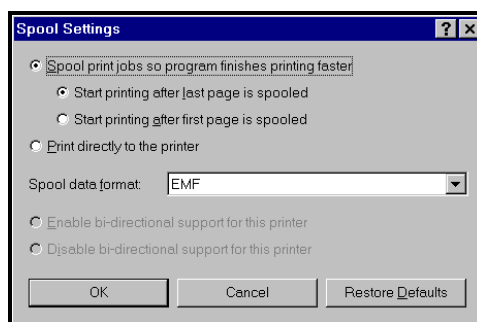


INSTALL THE PRINTER ON THE OTHER PCs

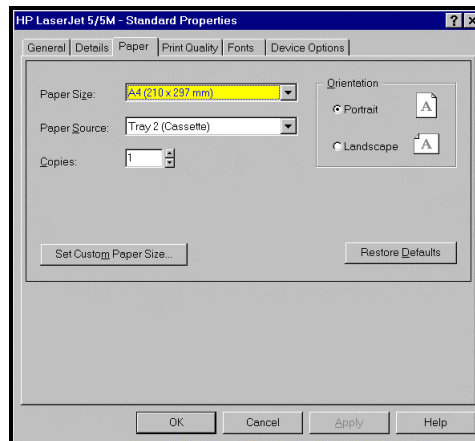
- Go into the **Start \ Settings \ Printers \ Add Printer** icon.
- Choose "**Network Printer**" since you are installing a printer that is not connected directly to your PC but which is instead connected to another PC on the Windows 95/98 network. Click Next.
- You should then get a window like the one below :



- The next window represents your **Windows 95/98 network**. If you are not sure where to start, double-click on Entire Network to expand it. You should now start seeing the network fileserver and any other PC that has enabled either File Sharing or Printer Sharing. In other words you should be able to see in there the PC on which you actually physically installed the printer earlier in this procedure, ***it's name will be the one that was shown on the Identification Tab that you printed as instructed on Page 3 of these notes.*** Once you have found the right PC, double-click on it and you should find in the branch that opens the printer that you want to connect to. Highlight it and click on **OK**.
- The next thing that will happen is that Windows 95/98 will go on and install the printer software and drivers over the network and onto your PC (very neat, hey!).
- Check that the "Test Page" has printed correctly. When it has, edit the icon that will have just been created by the "Add Printer" procedure (to edit the icon you **right click** on it and choose Properties).
- Choose the **Details** tab, then the **Spool Settings** button and make sure that the Spool Settings are as shown below :



- Next, go to the **Paper** tab and make sure that it's on A4 or US Letter, whichever applies, that the default tray is one of the cassette trays rather than a multi-purpose tray (MP Tray), etc..., roughly as shown below :



- Click on **OK** when finished.
- Finally, in the “Printers” window, **right-click** on the printer you have just installed and rename it in a manner that is fully descriptive of what the printer is and, above all, of where it is located so that that PC’s user never has to try to remember where that particular printer is located. Examples of good names would be : **LaserJet 6P on Mary’s PC**, **LaserJet 6P in Conference Room**, etc....

REPEAT THIS PROCESS FOR EVERY PC THAT WILL NEED TO ACCESS THE NEW NETWORK PRINTER

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