Windows 7 Printer Setup

This tutorial is for CIS computer that run Windows 7.

Install The Driver

First step in setting up a CIS printer on windows is installing the correct driver from the printer list above.

Enable LPR Port Monitor Windows Features

The system that CIS uses for printing requires the LPR port feature to do network printing. To enable this feature, first open start and type “turn windows features” into the search bar. Click the “Turn Windows Features on or off” option that appears at the top of the start panel.

In the Windows Feature screen, click the small plus (+) beside “Print and Document Services” then click the box beside “LPR Port Monitor” to check that feature.

Then click the “OK” button. The windows feature should then enable and you can continue installing printers.

Install the printer

Now we can install the printer itself. First open the “Devices and Printers” window.

When the devices and printers screen opens, click the button labeled “Add a printer”.

The Add Printer wizard will now start. First select “Add a local printer.”

When asked to Choose a printer port, select the “Create a new port” radial and then select “LPR Port” in the drop down menu.

Then click the “Next” button. This will prompt you for a server address and a printer queue name. For CIS printing, the address will always be “printer.cis.rit.edu” and the name of the queue will be the name of the printer (i.e. sailfish or guppy).

Click the “OK” button and then select the correct printer driver. For this example, because sailfish is a Xerox Phaser 5500DN, we will select “Xerox” under the “Manufacturer” heading and “Xerox Phaser 5500DN PS” under the “Printers” heading.

Note: If this option is not there, go back and make sure you installed the correct driver from the list above.
If it is still not there, try to use the “Windows Update” button and it may appear.
Click the “Next” button, enter a name for the printer (such as sailfish or guppy) and then click “Next” again. You printer will now install. If asked for “Printer Sharing” settings, select the “Do not share this printer” option and then, once again, select “Next”. Finally, you can print a test page if you like and/or just click the “Finish” button. The printer is now installed and should be automatically set as your default printer.