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 “The Printer that I want isn't listed.”

The “Find Printer by options” screen should appear. Select “Add a local printer or network printer with manual settings.”
When asked to Choose a printer port, select the "Create a new port" radial and then select "LPR Port" in the drop down menu.

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: LPT1: (Printer Port)
○ Create a new port:
  Type of port: LPR Port, Local Port, LPR Port, Standard TCP/IP Port
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. Sailfish is a Xerox Phaser 5500DN, we will select "Xerox" under the "Manufacturer" heading and "Xerox Phaser 5500 Series Class Driver" under the "Printers" heading.

For Guppy, we will select "Xerox" and "Xerox WorkCentre 5700 Series Class Driver" and click next.
Click the "Next" button, enter a name for the printer (such as sailfish or guppy) and then click "Next" again. Your 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.

You’ve successfully added sailfish

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