Windows 10 Printer Setup

This tutorial is for CIS computer that run Windows 10

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”.

- **Connected device settings**
- **Advanced printer setup**
- **Share printers**
- **Change advanced color management settings for displays, scanners, and printers**
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.

A printer port is a type of connection that allows your computer to exchange information with a printer.
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).

Add LPR compatible printer

Name or address of server providing lpd: printer.cis.rit.edu
Name of printer or print queue on that server: sailfish

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.

Install the printer driver

Choose your printer from the list. Click Windows Update to see more models.

To install the driver from an installation CD, click Have Disk.

For Guppy, we will select “Xerox” and “Xerox WorkCentre 5700 Series Class Driver” and click next.

Install the printer driver

Choose your printer from the list. Click Windows Update to see more models.

To install the driver from an installation CD, click Have Disk.
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.