

Want to print? How to add these printers to your Desktop

*Because each user on each computer has an individual customized desktop, each user must add these printers to their desktop to enable their use. On our newest systems in Rm 209 (EPS033 through EPS040), the default printers are added for all users automatically. If they are NOT present on the system you are using, the following procedure should be completed on that workstation. It should only need to be done **one** time on **each** workstation:*

1. From Start, choose Settings – Printers.
2. Double-click on the “Add Printer” icon to start the add printer wizard.
3. On the first screen, choose “Network Printer server”.
4. On the next screen, scroll down on the list of computer names and find EPS2. This is the server that operates our printers (*not* EPS1 located at the top of the list).
5. Find the printer “**eps209bw-pcl**”. This is the big B&W LaserJet printer. Double click on it. The full network “path” to this printer is <\\eps2\eps209bw-pcl>.
6. Select this as your default printer.
7. Repeat steps 1 through 4 for the “**eps209cl-pcl**”. This is the Color LaserJet printer. After it is added, make sure you **do not** choose it as your default printer.
8. The above steps install the HP-PCL language drivers for the printers. There are also Postscript drivers which may be installed if you chose. These are listed as **eps290bw-ps**, and **eps209cl- ps**. (Both printer drivers will work – sometimes one will work better than the other depending on the application you are using. I suggest you have the “PCL” drivers as the default and install the “PS” drivers as a backup.)
9. Close the printers Window and you’re done.

(This document available on our Web site at <http://epswww.unm.edu/help/Add-Printers.pdf>)