

## Installing a printer whose driver already exists on your Windows system.

### HP 4M Installation

The driver for the HP 4M already resides on the workstation's NT System. This procedure enables your workstation to connect to the HP 4M network printer that is managed by the print server. This procedure assumes you have already installed HP JetDirect.

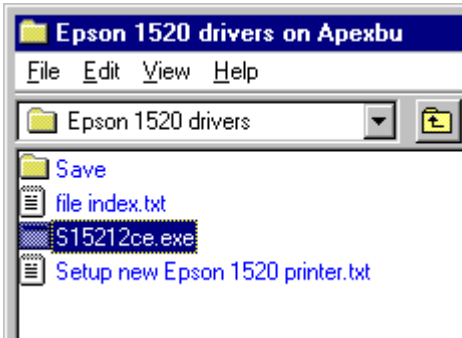
1. From the Windows desktop START button, select PROGRAMS, HP JETADMIN UTILITIES, ADD HP JETDIRECT PRINTER.
2. The Add HP JetDirect Printer Wizard screen will display (see page 4 after step 11).
3. Begin with step 12 on page 4.

## Installing a printer whose driver is NOT on your Windows system.

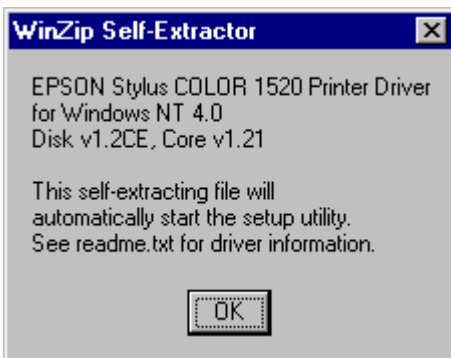
### Epson Stylus Color 1520 Printer Driver Installation

This procedure installs the printer driver of a network printer, where the driver does NOT exist on the workstation's Windows system.

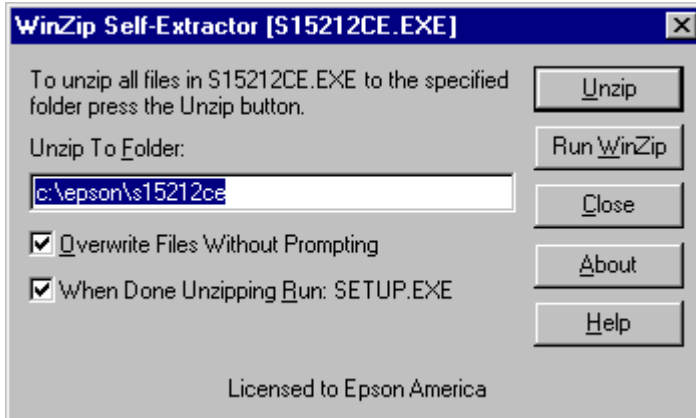
1. Use Network Neighborhood to access APEXBU.
2. From APEXBU, double-click on Epson 1520 Drivers to open the folder.



3. Double-click the S15212ce.exe file to RUN it.



4. Click OK. A self-extracting file will open.



5. Accept the default path for placement of the extracted files, or type a new path. Leave both OVERWRITE and WHEN DONE options checked (active).

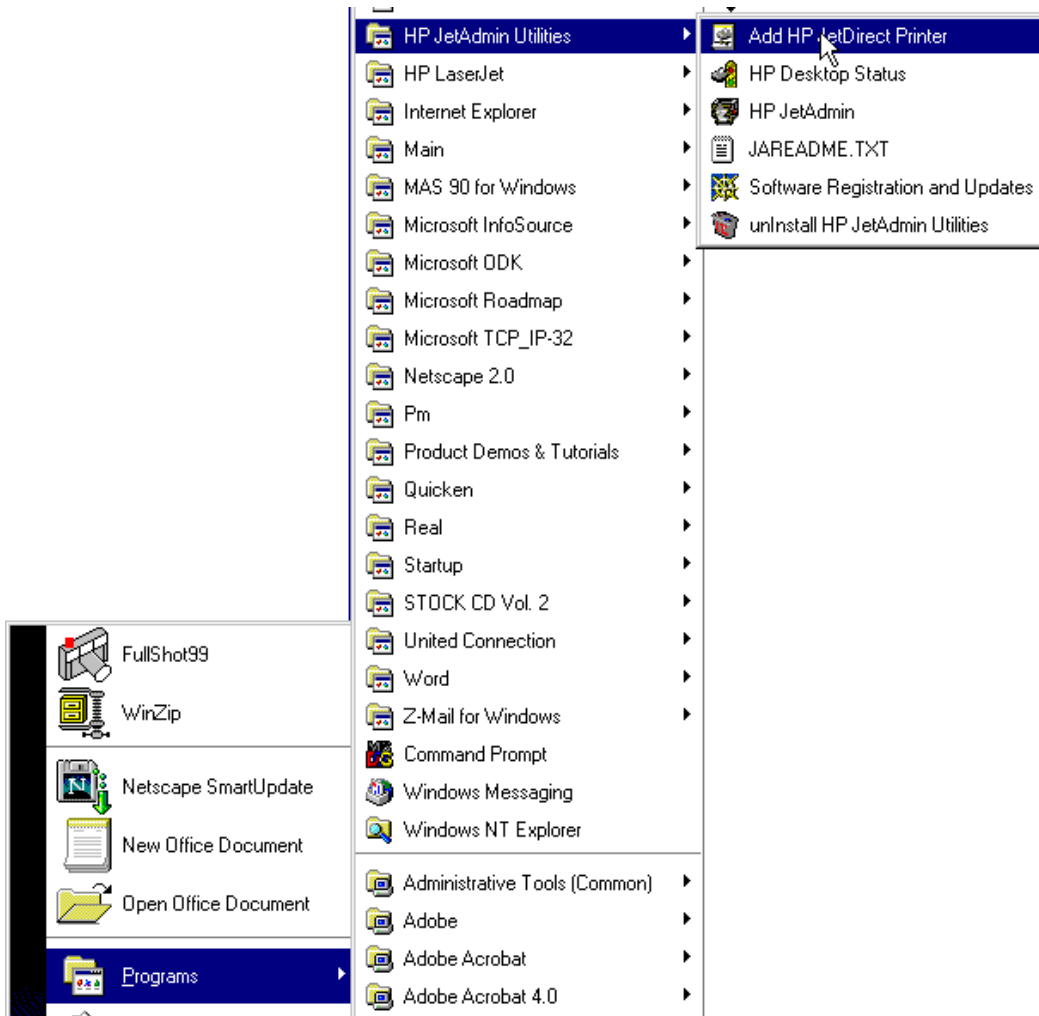
The Setup.exe for this printer setup will run automatically.



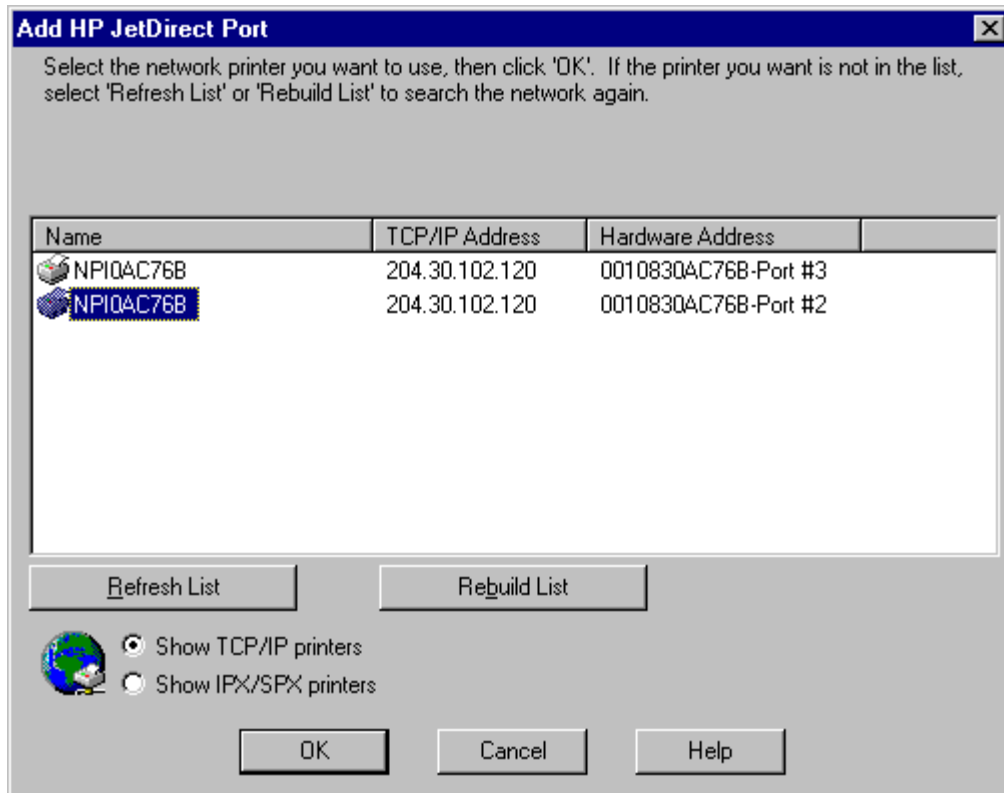
6. Click OK.



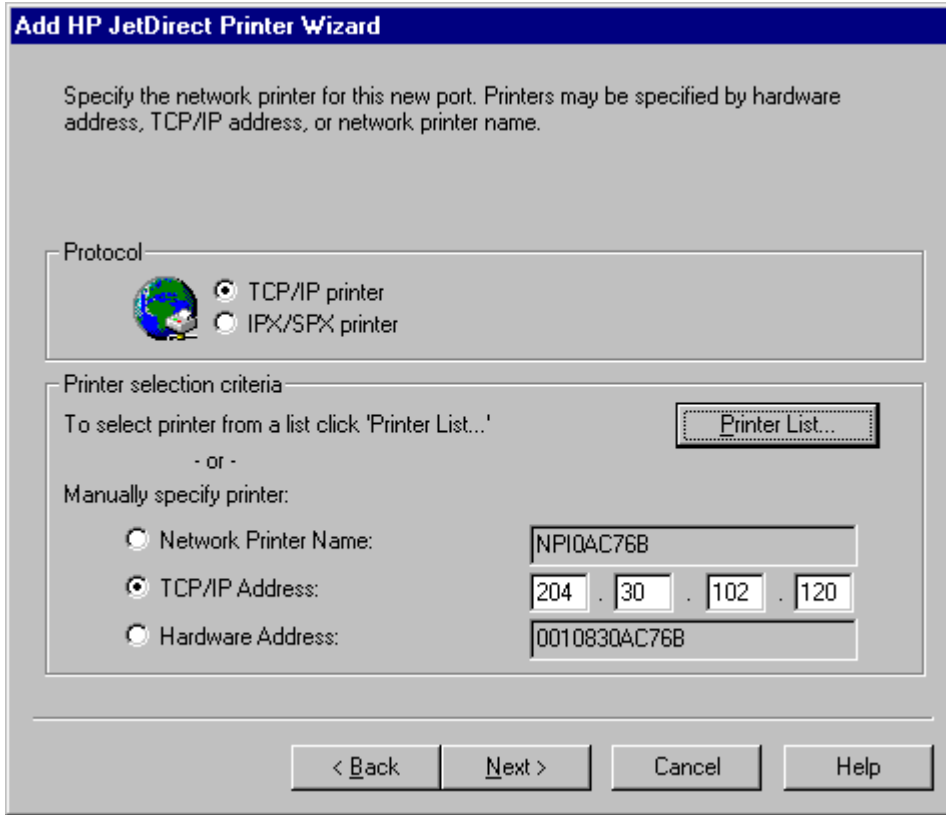
7. Click OK.
8. Next, from the Windows desktop START button, select PROGRAMS, HP JETADMIN UTILITIES, ADD HP JETDIRECT PRINTER (as shown in the figure below).



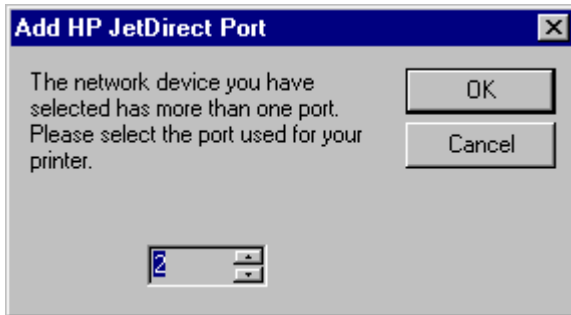
The Add HP JetDirect Port screen will display (shown below).



9. Select the printer entry you wish to add. (You need to know what printer is connected to what port on the Print Server.) In this example, the printer on Port #2 has been selected.
10. Click OK. The HP JetDirect Printer Wizard will display, with the IP address of the selected printer already filled in (shown below).



11. Click NEXT.



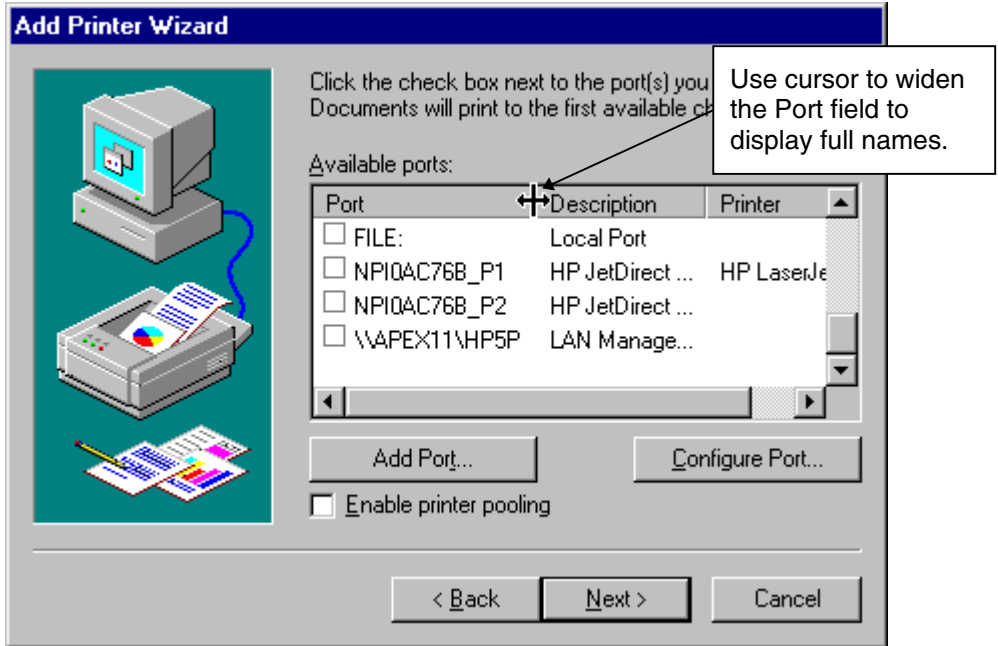
12. Make sure the correct printer port is selected. Use the up/down arrows to change the entry. In this example, port #2 is selected.

13. Click OK.

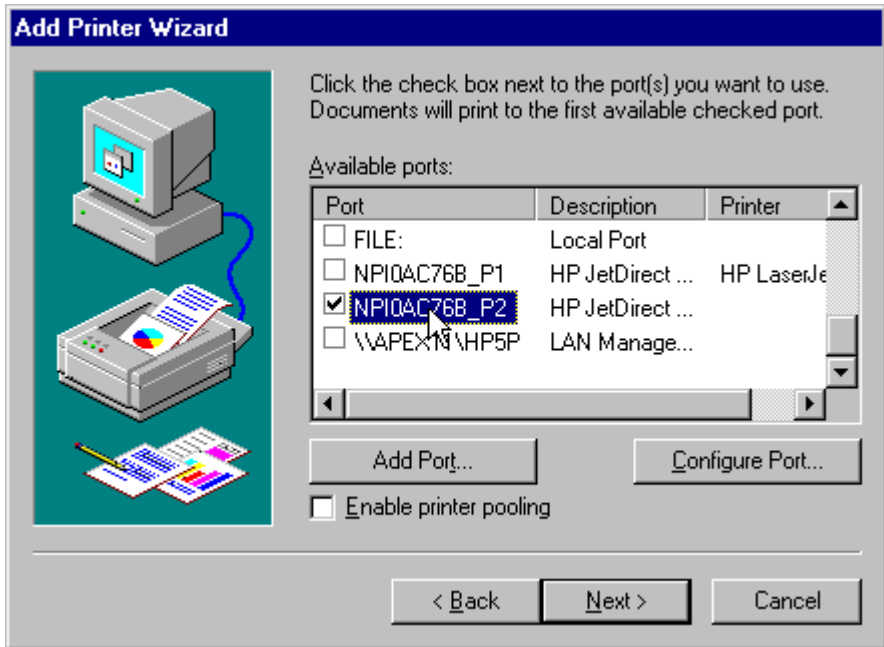


14. Click OK.

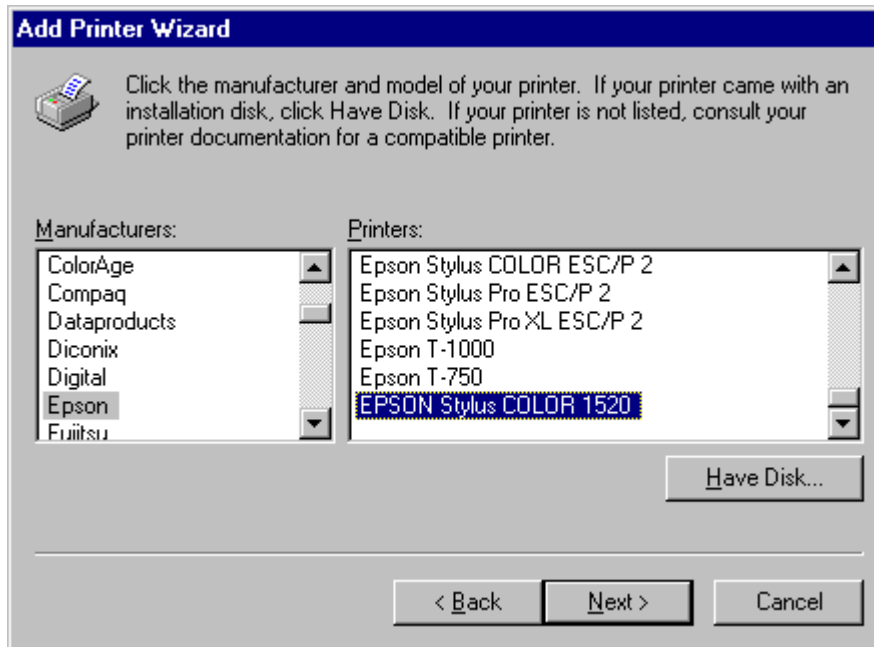
The Add Printer Wizard screen will display (shown below).



- 15. Scroll to or near the bottom of the list to locate the printer you are installing. You may need to widen the PORT field in order to display the complete entry. In the example above, the cursor has changed to a left/right arrow and has been used to widen the PORT field so that the complete entries (those beginning with “NP”) are visible. The entry ending in “\_P2” is the right one (Port #2).



- 16. Click the checkbox to select this printer. Then click NEXT.



17. Type “E” to open the Epson list, then scroll to the bottom of the list to locate the printer driver you are adding. In this example, it’s Epson Stylus Color 1520.
18. Click NEXT.
19. The rest of the procedure is identical to that beginning with step 23 on page 8, with the exception of the printer name being different.

**Note:** If you are re-installing a printer (from the Print Server) that was formerly installed on your system (but NOT via the Print Server), you may find that you now have two entries in your list of printers (from the START button, select PRINTERS to view the list). If so, select the old (obsolete) entry and delete it.

## Canceling a Print Job on the Print Server

When using a printer that is controlled via the Print Server, it takes several steps to cancel a print job. You must pause the print job, remove it from the queue via your workstation, remove it from the Print Server’s memory, then remove it from the printer’s memory.

1. Go to the actual printer and press the PAUSE button (it may be labeled differently) to interrupt printing.
2. On your local machine, open the Printer control screen. (This is normally accessible via a small printer icon in the lower right-hand corner of your monitor screen, when the printer is currently active.)
3. Highlight the print job in the list (there may be only one job).
4. Choose CANCEL from the Document menu.
5. Go to the Print Server APEXBU. If the Printer control screen is not already displayed, open it from the START button. Select SETTINGS, PRINTERS. Then select the printer by double-clicking on it in the list.

6. Highlight the print job (document) in the list, then choose CANCEL from the Document menu.
7. Return to the actual printer and press PAUSE again, to reset it.