

APPENDIX M

How to add a TCP/IP printing service and adding a printer to the NT Workstation

This appendix will assist in set up a printer to be available use outside the AFMIS environment.



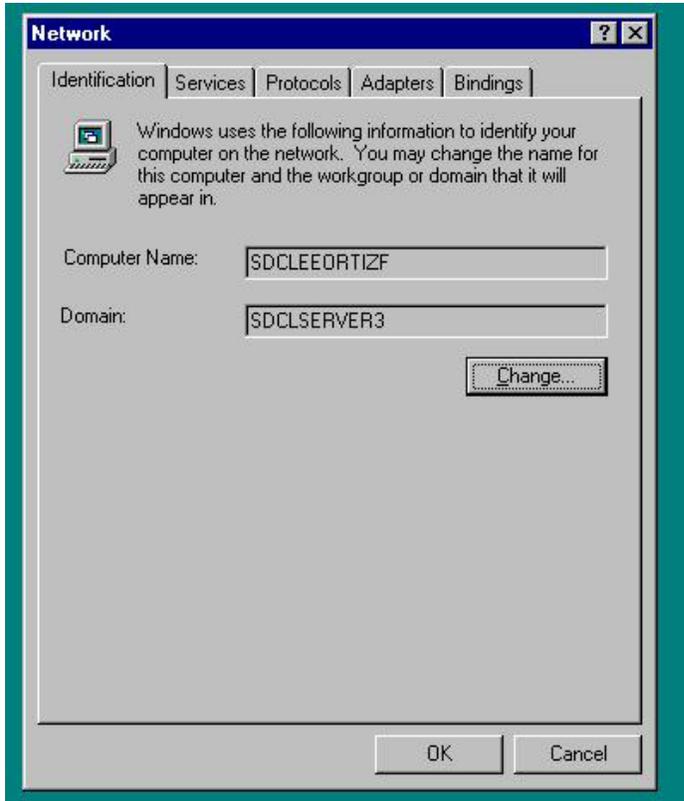
Figure 1

From the main Menu - Right click the Network Neighborhood icon. Figure 2 will appear



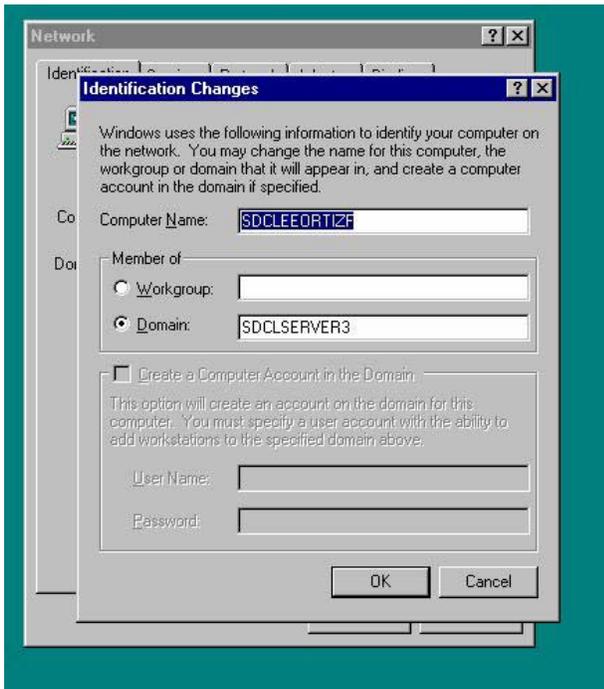
Figure 2

Click on Properties - Figure 3 will appear



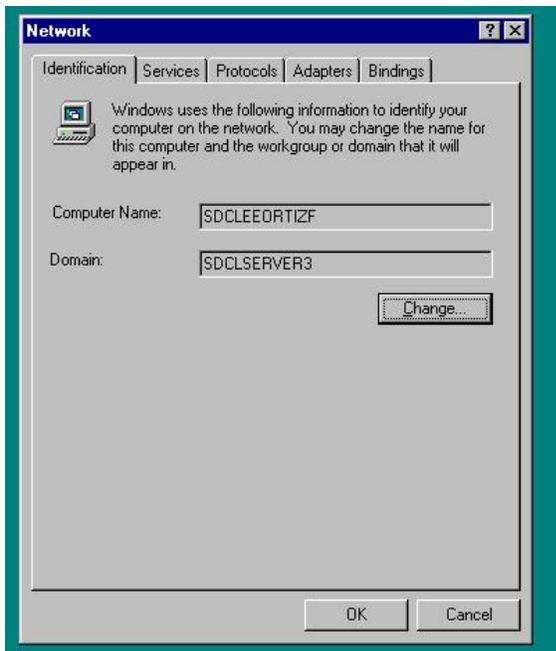
Computer Name and Domain must be changed. To do this, click the "change" button. (information should be provided by Installation) Figure 4 will appear.

Figure 4



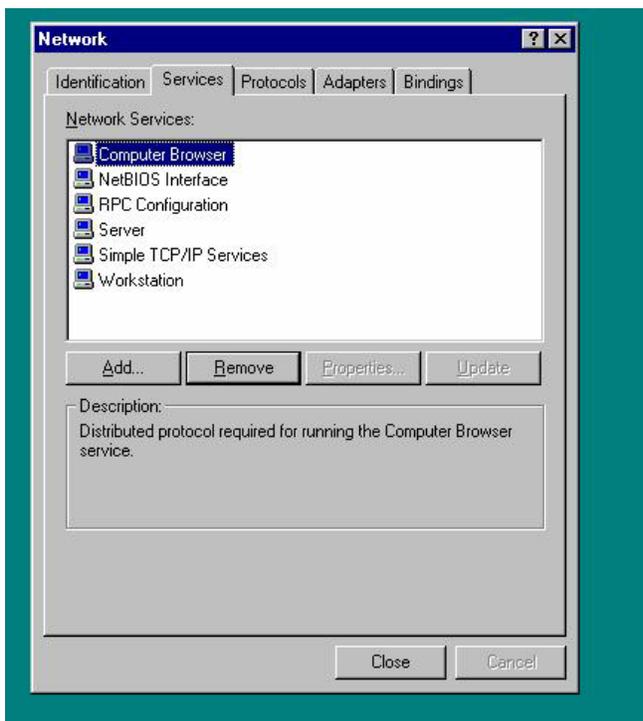
You must enter the computer name and either the name for the workgroup or Domain. Then click OK - You then will see Figure 5

Figure 3



From this screen - click on the Services Tab and Figure 6 will appear

Figure 5



If Microsoft TCP/IP Printing service is not available you must click the "Add" button and Figure 7 will appear. Otherwise click the "Protocol" tab and Figure 10 will appear.

Figure 6

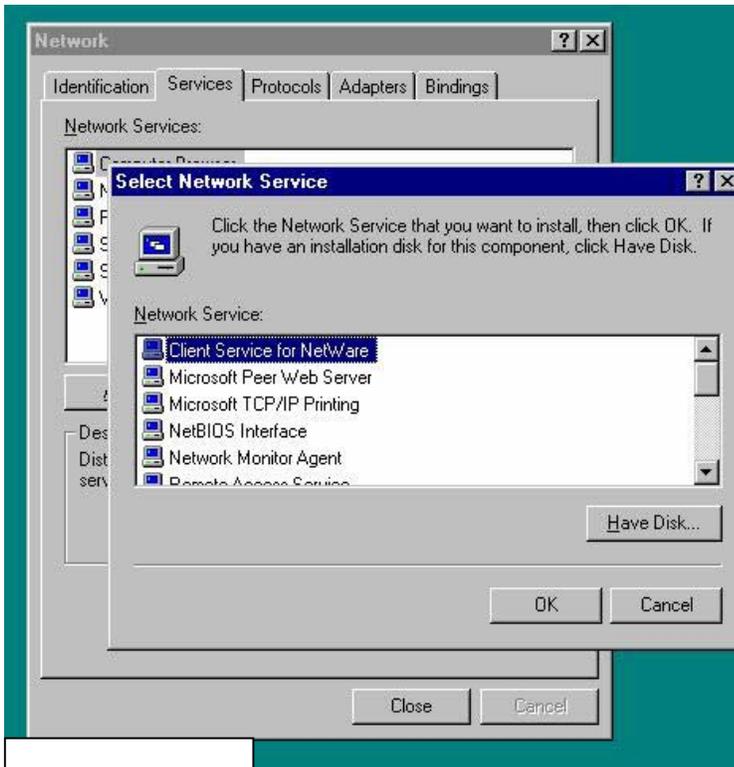


Figure 7

From this window - highlight the "Microsoft TCP/IP Printing " and click the OK Button. Figure 8 will appear.

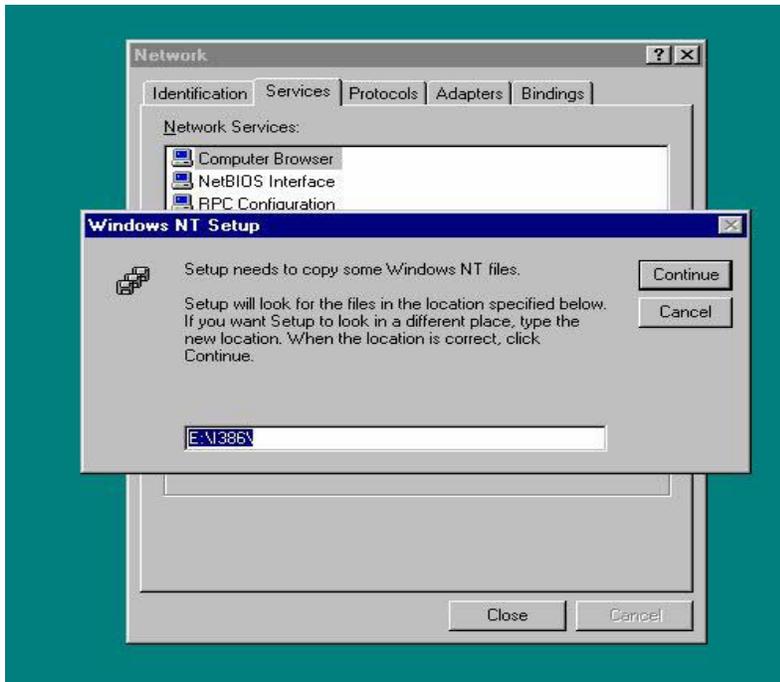
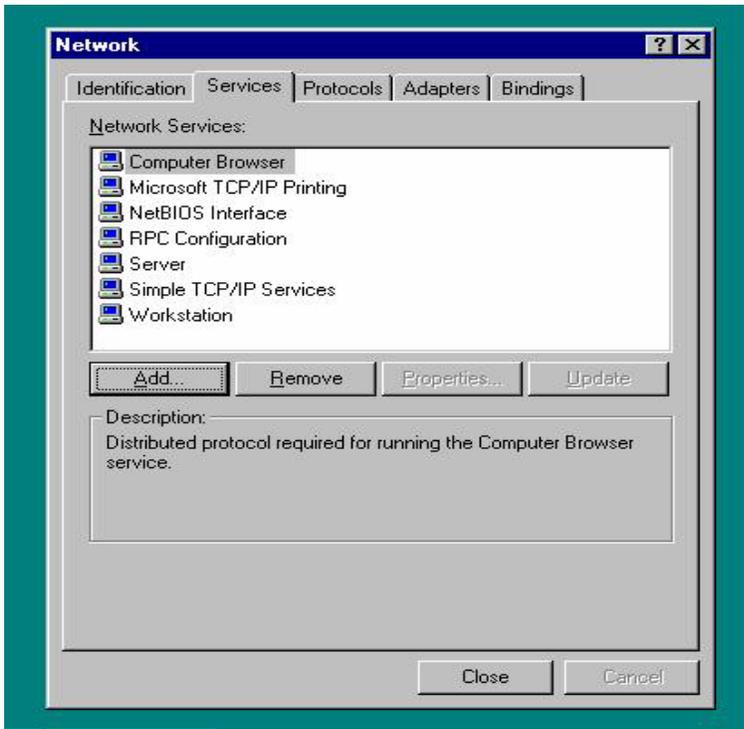


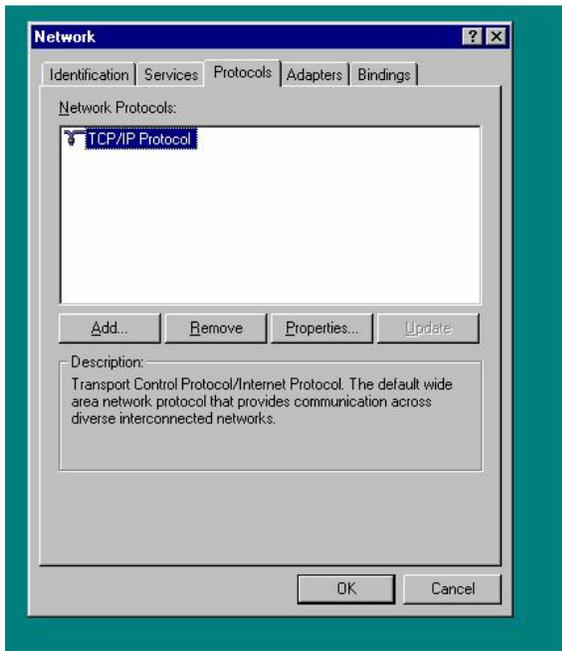
Figure 8

This screen prompt you to enter the location of the files needed. Insert the Windows NT CD ROM - to load service. Click continue to load service. When done you will see Figure 9.



Insure that "TCP/IP Printing Service" appear as a service - then click the "Protocol" tab. Figure 10 - will appear.

Figure 9



From this screen - highlight the TCP/IP option and click the "Properties" Button. Figure 11 will appear.

Figure 10

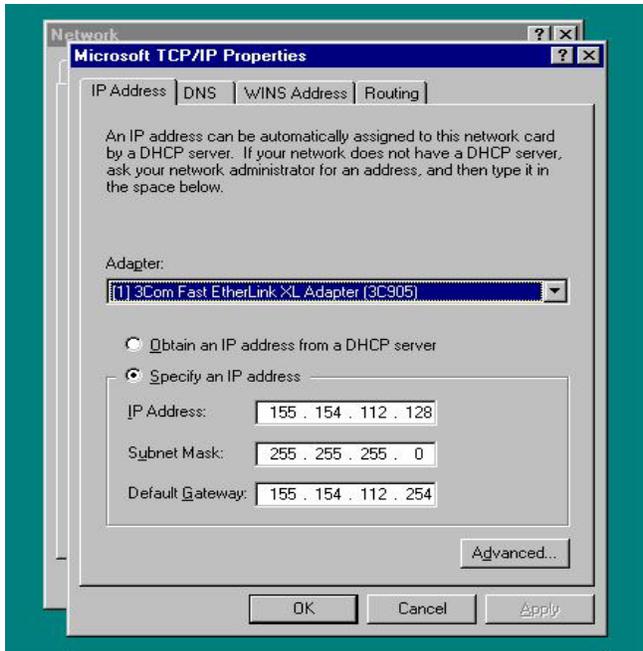


Figure 11

On this screen you will insure that " specify an IP address" is marked. You then proceed to enter the required information.

- * IP Address
- * Subnet Mask
- * Default Gateway

(THIS INFORMATION SHOULD BE PROVIDED BY THE INSTALLATION)

When done - click on the "DNS" tab - Figure 12 will appear

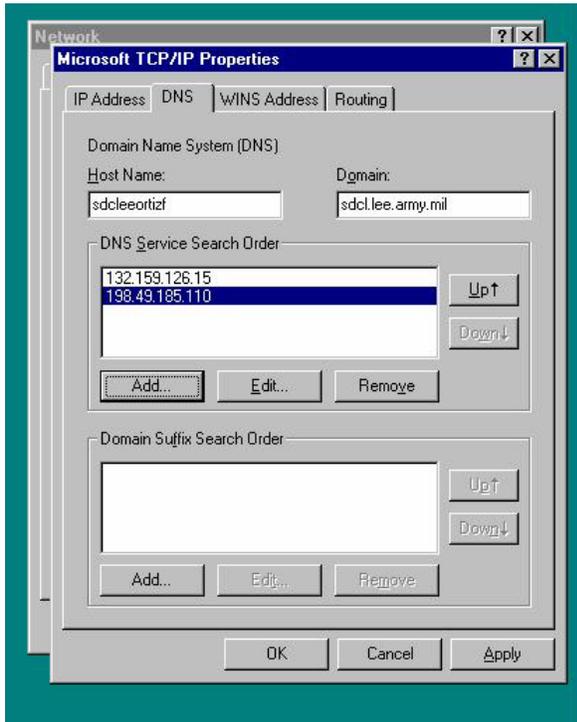


Figure 12

On this screen, once again the information should be provided by the installation.

- * Hostname
- * Domain
- * DNS Service Search Order

To add or edit information - click the "Add" or "Edit" button and Figure 13 will appear.

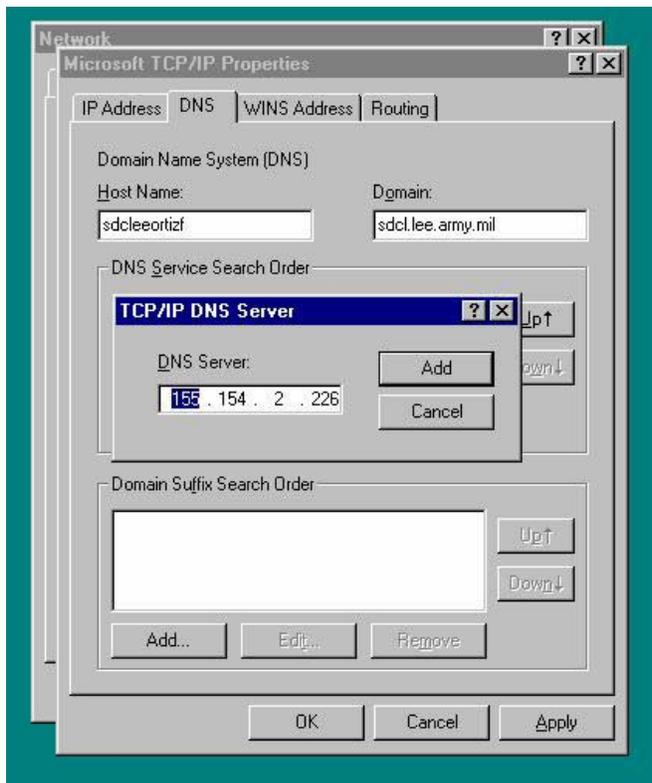


Figure 13

From this screen, add or change information as needed - then click the "Add" or "Edit" button - then click the "WINS" tab and Figure 14 will appear.

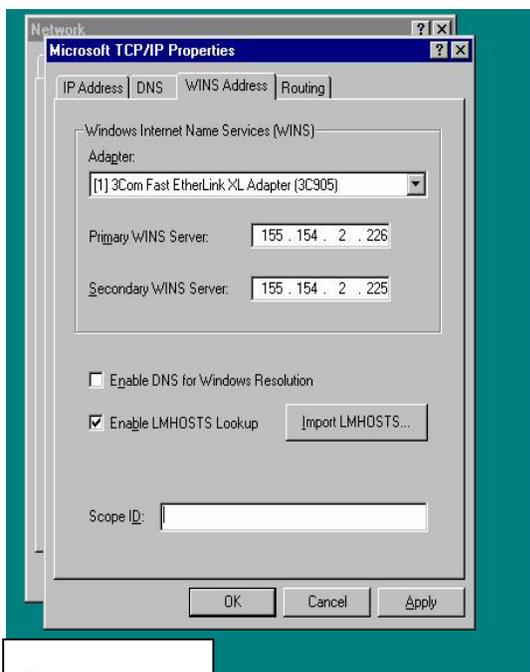


Figure 14

Again on this screen you must enter the information provided by the installation.

- * Primary WINS Server
- * Secondary WINS Server

When finished - click the "Apply" button then the "OK" button and Figure 15 will appear.

(IT MAY BE ONE OR MORE IP ADDRESS)



Figure 15

You click the "NO" button and the workstation will not reboot. See Figure 16.

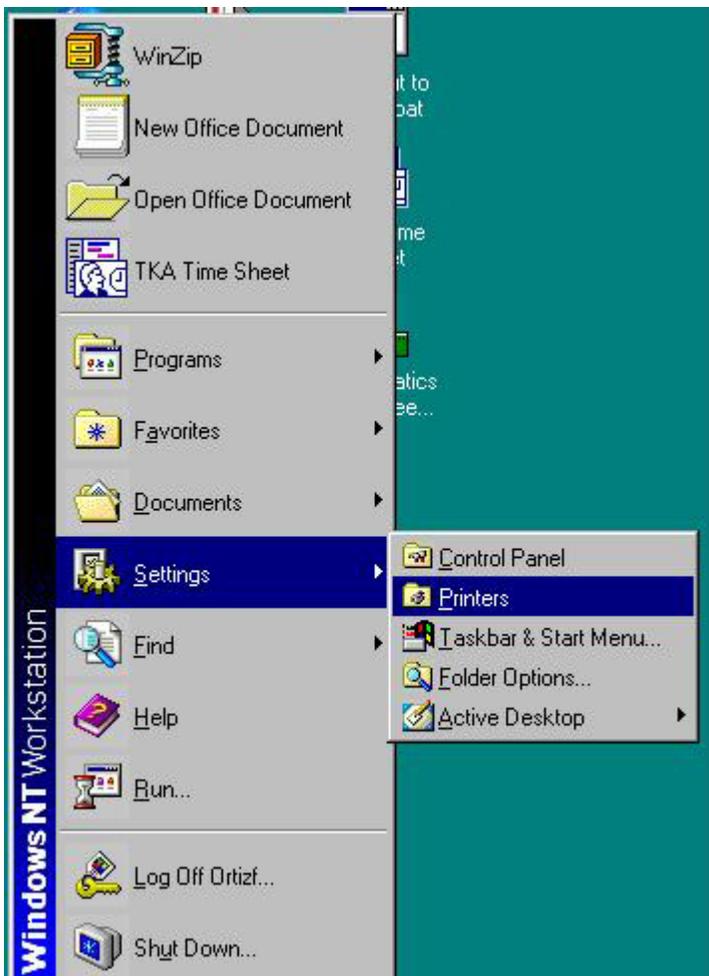


Figure 16

Figure 16 - From the Desktop Screen -
Select Start
Select Settings
Select Printer

You then will see Figure 17.

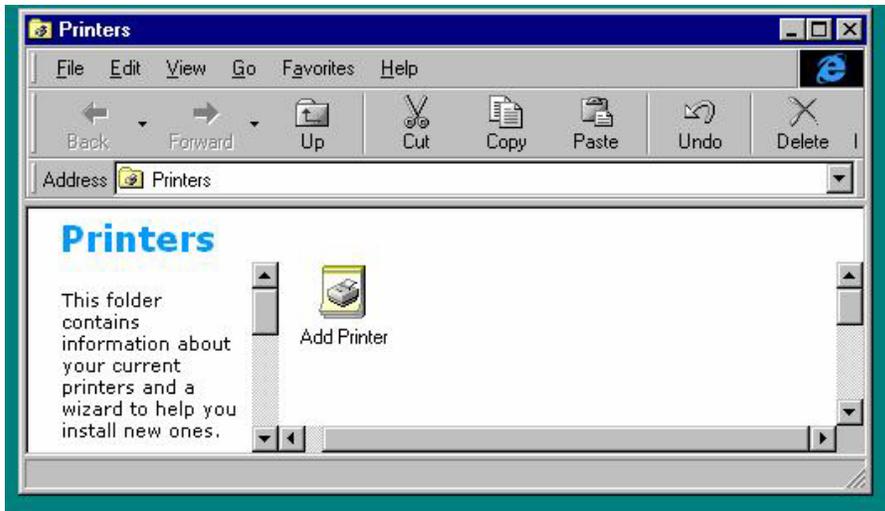


Figure 17

Figure 17 - Double Click the "Add Printer" icon. You will see Figure 18.

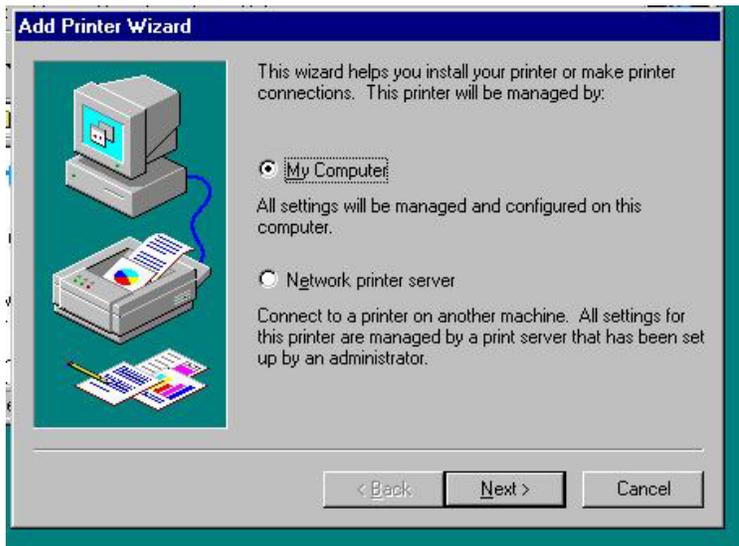


Figure 18

Figure 18 - Select "My Computer" then click the "Next" button. Figure 19 will appear

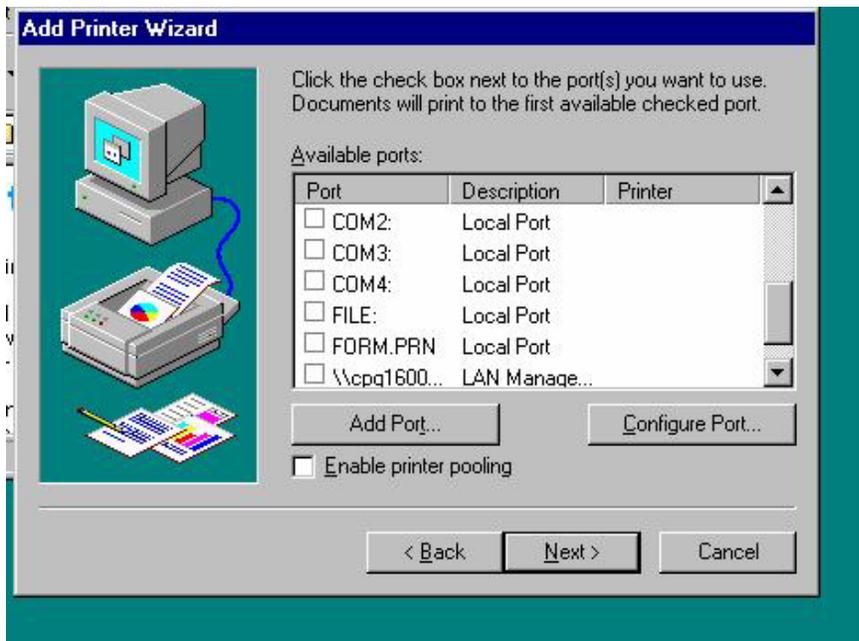


Figure 19

Figure 19 - From this screen, you will click the "Add Port" icon and Figure 20 will appear.

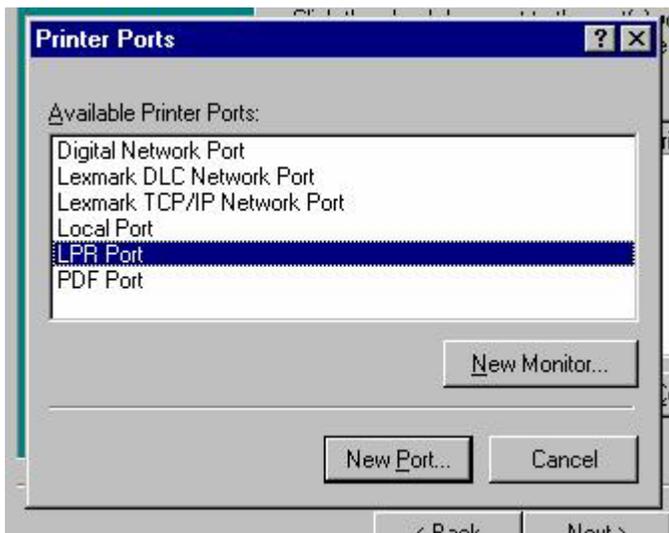


Figure 20

Figure 20 - Highlight "LPR Port" option then click the "New Port" button. Figure 21 will appear.



Figure 21

Figure 21 - At this time enter the assigned IP Address to the printer. See Figure 22.



Figure 22

Figure 22 - Click the "OK" button when done. Figure 23 will appear.

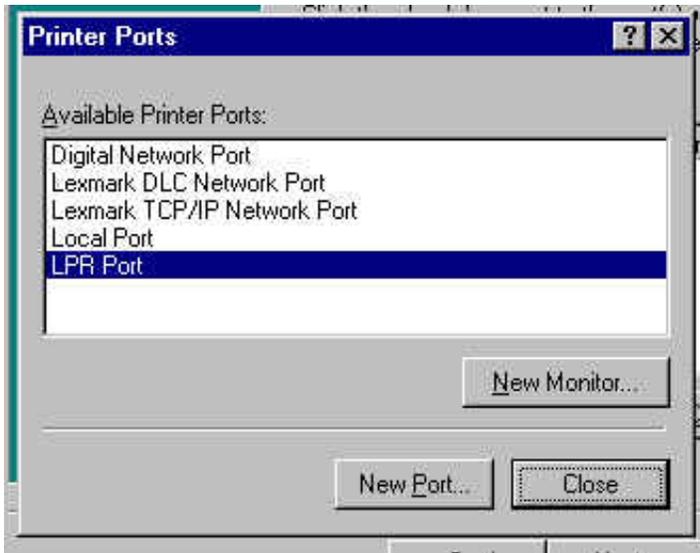


Figure 23

Figure 23 - At this screen click the "Close" button and Figure 24 will appear.

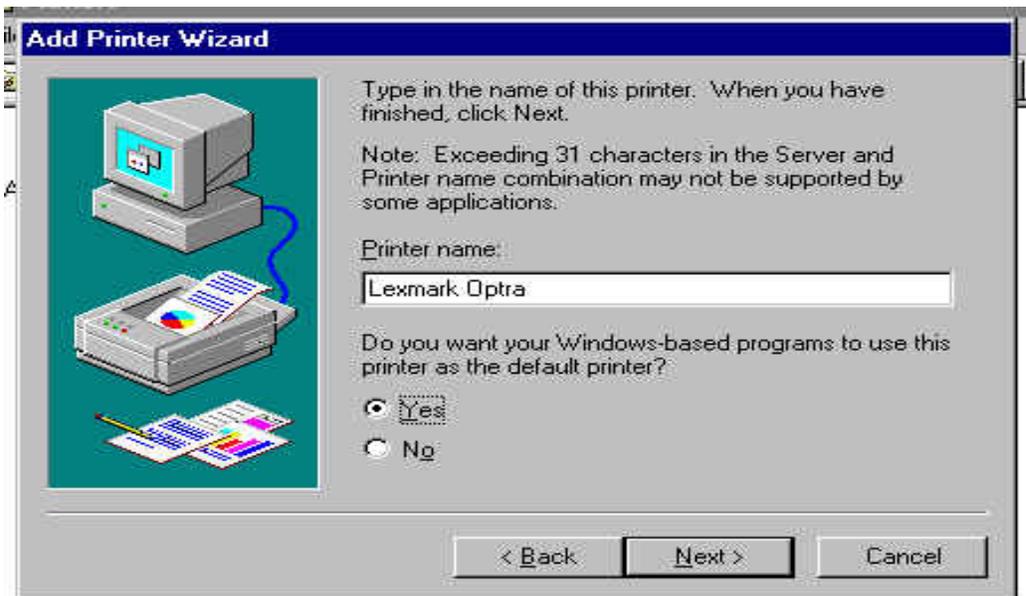


Figure 24

Figure 24 - Here you see the port added. You will know click the "Next" button. Figure 25 will appear.

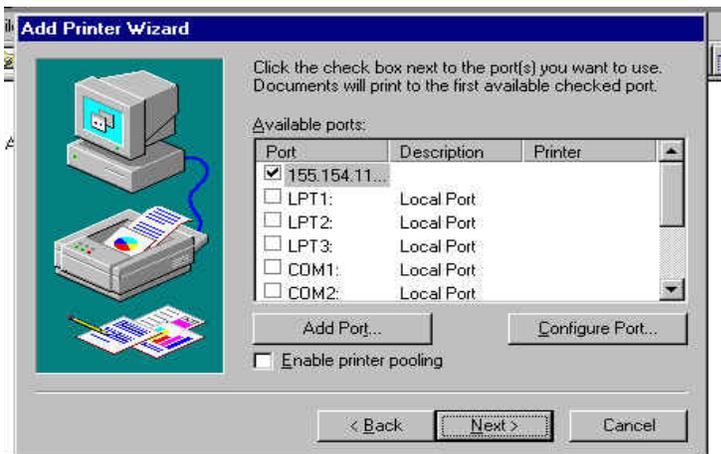


Figure 25

Figure 25 - From this screen under Manufacturers you will highlight "Lexmark" and under printers you will select "Lexmark Optra". - then click the "Next" button.

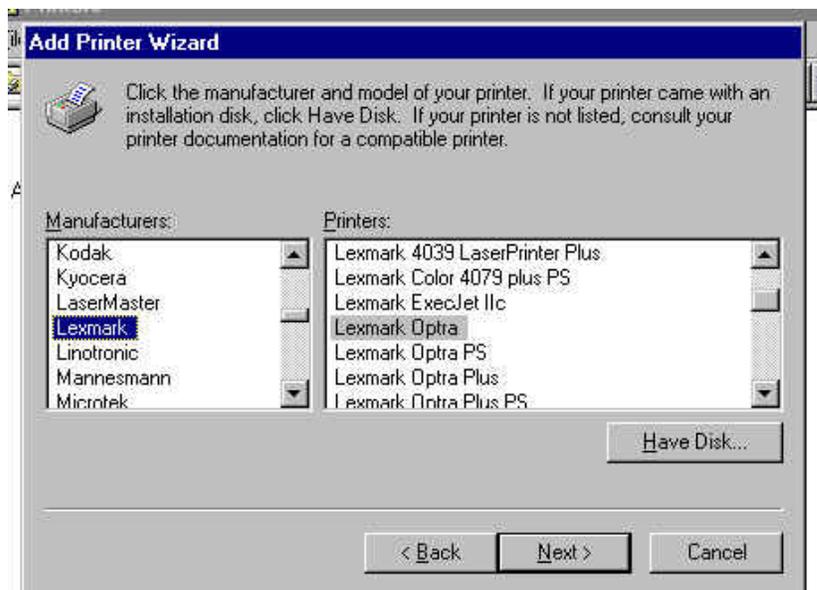


Figure 26

Figure 26 - On this screen - mark the "Yes" block to default printer - then click the "Next" button. Figure 27 will then appear.

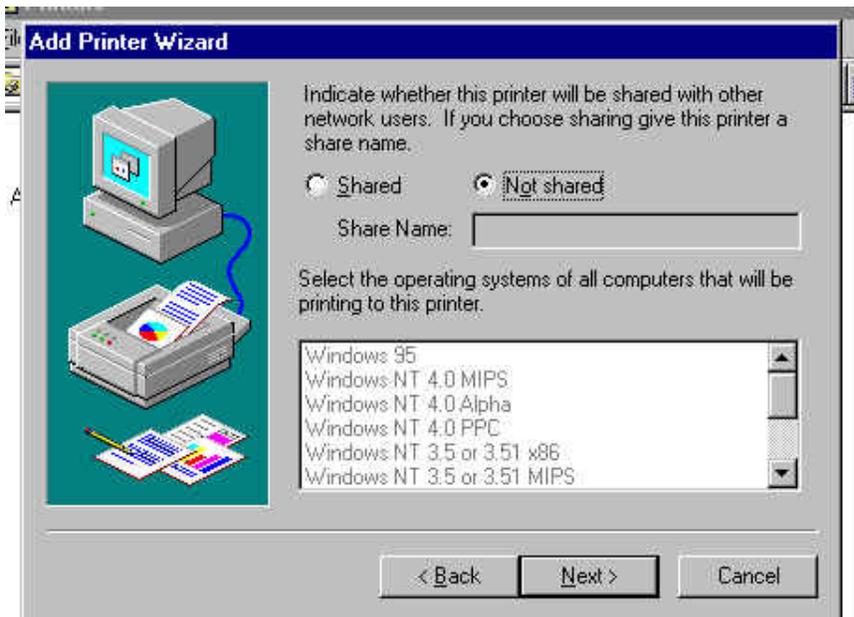


Figure 27

Figure 27 - Insure the "Not Shared" option is selected. Then click the "Next " button. Figure 28 will appear.



Figure 28

Figure 28 - Mark the "Yes" option to Print Test page question. Figure 29 will appear.

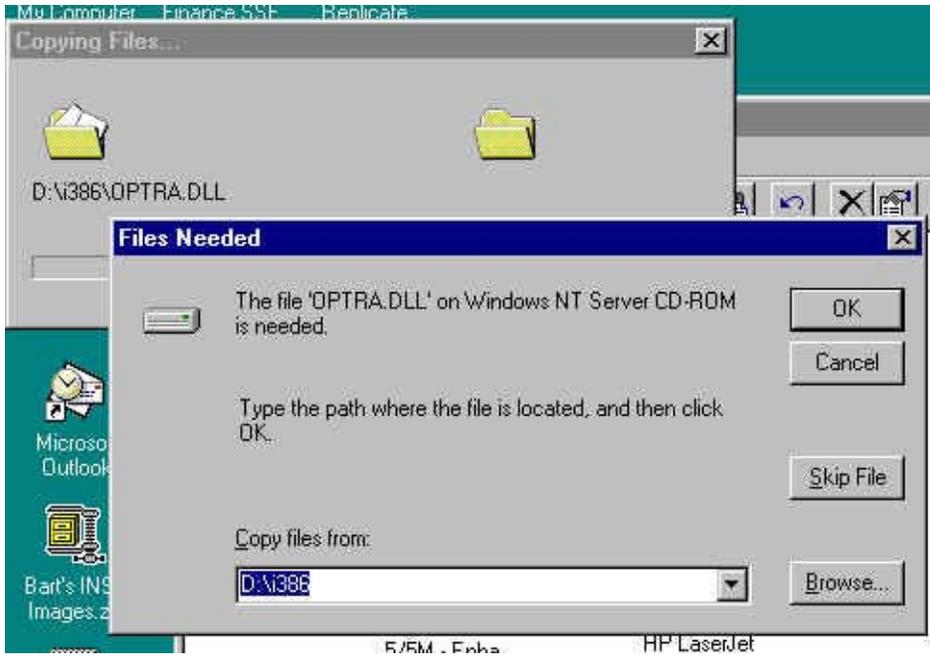


Figure 30

Figure 29 - At this point you must insert the "Microsoft Windows NT 4.0" in the CD ROM drive. Figure 30 will appear.



Figure 29

Figure 30 - Close this window and very quickly printer driver will be loaded and Figure 31 will appear.

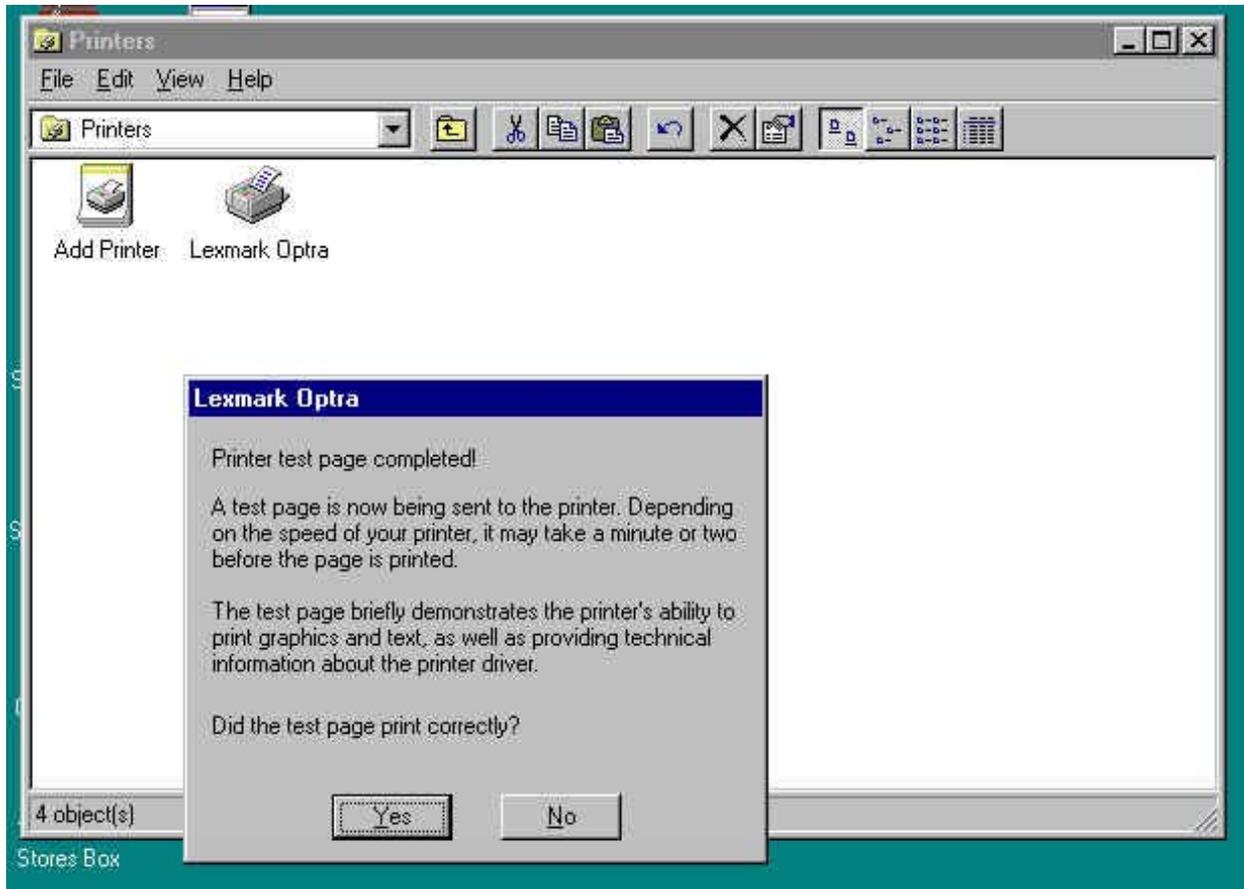


Figure 31

Figure 31 - Click the "Yes" button and a test page will be printed. **YOU HAVE ADDED A PRINTER TO THE WORKSTATION.**

YOU MUST REBOOT THE COMPUTER AT THIS TIME.