

## Laptop Printing Instructions Windows XP and Vista

### Before you begin:

Be sure your wireless connection is working and connected to the internet.

### Downloading Printer Driver:

You must have the proper Canon iR3025 printer driver. Download the appropriate driver here: <http://www.asu.edu/lib/resources/networked/printing>.

- a. Select **Canon\_ir3025\_x32.zip** for **XP/Vista 32-bit**
- b. Select **Canon\_ir3025\_x64.zip** for **XP/Vista 64-bit**

**\*\*\* If you don't know which is the correct choice for your laptop, download the x32 driver. \*\*\***

Extract the zipped file, and note the location of the extracted files for a later step.

### Installing the printer:

1. Click **Start**, choose **"Printers and Faxes"**, then choose **"Add a Printer"** under **"Printer Tasks"** or in the **"File"** menu
2. The **"Add Printer Wizard"** dialog appears. Hit **"Next."**
3. Choose **"Local printer attached to this computer"**, de-select **"Automatically detect and install my Plug and Play printer"** then hit **"Next."**
4. The **"Select a printer Port"** dialog appears. Choose **"Create a new port"** and select **"Standard TCP/IP Port"** from the drop-down menu, and hit **"Next."**
5. The **"Add Standard TCP/IP Printer Port"** dialog appears. Hit **"Next"**.
6. On the next screen, enter **pharostempe1.asu.edu** under **"Printer Name or IP Address"**. Enter a descriptive port name (such as the library you are in).
7. The **"Additional Port Information Required"** dialog is displayed. Choose **"Custom"** and hit **"Settings."**
8. The **"Configure Standard TCP/IP Port Monitor"** dialog appears. Choose **"LPR"** instead of **"Raw"**.

9. Type in a **“Queue Name”** under **“LPR Settings,”** selecting from the list below. What you enter here depends on what library you wish to print at:
  - a. **Hayden: Hayden\_Public**
  - b. **Noble: Noble\_Public**
  - c. **Architecture: AED\_Public**
  - d. **Music: Music\_Public**
  - e. **Fletcher: Fletcher\_Public**
10. Once you have the Queue Name entered, click **“OK,” “Next,”** and then **“Finish.”**
11. The **“Install Printer Software”** dialog appears. Choose **“Have Disk”** and browse to the directory you extracted the printer drivers. Select the **“P5...”** file and choose **“Open”** then **“OK.”** **Canon iR3025 PCL5e** should be selected. If it isn't, select it then hit **“Next.”**
12. If a dialog pops up asking to keep or replace the driver, choose to replace and hit **“Next”**
13. The **Name Your Printer** dialog appears. It's a good idea to name the printer the same as what you chose for the queue name – for example, *Hayden\_Public*. Hit **“Next”** three times to skip the sharing and test print page, then hit **“Finish.”** The drivers will copy and your printer will be set up.

## Printing your job (Important!)

**When you print, your job will immediately be sent to the print queue. There will not be a dialog box asking you to name your job. Your print job will be available for pick up at any release station in the library. When you swipe your card at a release station, your job will be identified by your laptop username and not your ASURITE ID.**

## Need Help?

Please contact the Library Systems Help Desk at 480-965-9093 for assistance.