

How to Add Printer on Windows

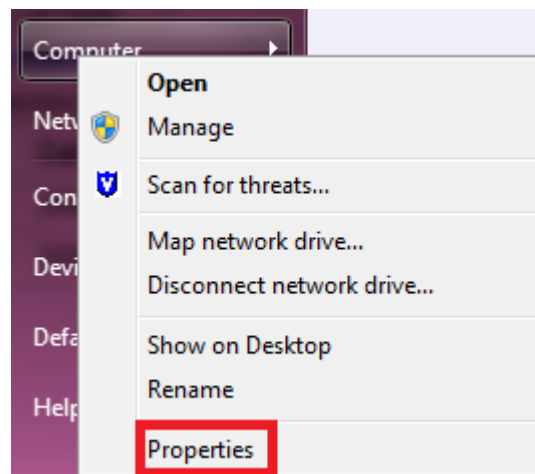
After downloading the print driver, follow these steps to add the printer:

First, you must determine whether your Windows is 32-bit or 64-bit Operating System. This is important because there are two different drivers in the download package.

Click on the Start button



Right-Click on Computer and choose Properties

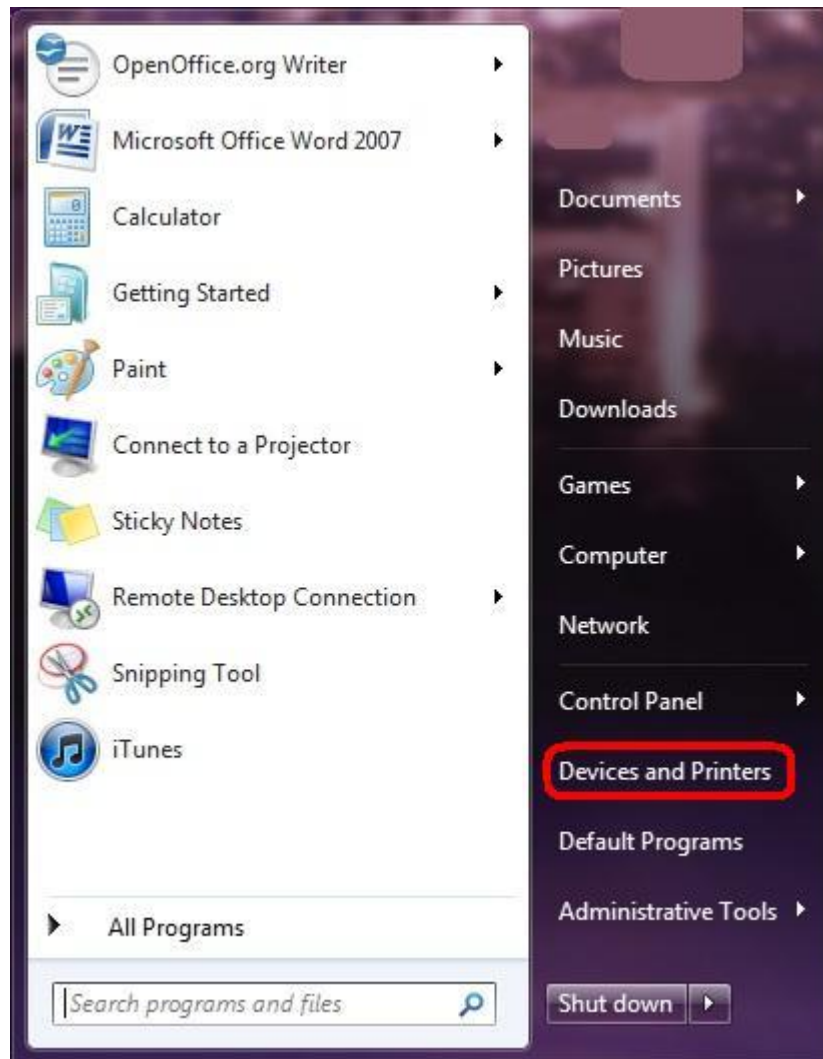


Look for System Type. It will let you know what kind of Operating System you have. (**Note:** If you have Windows XP, you have a 32-bit Operating System)

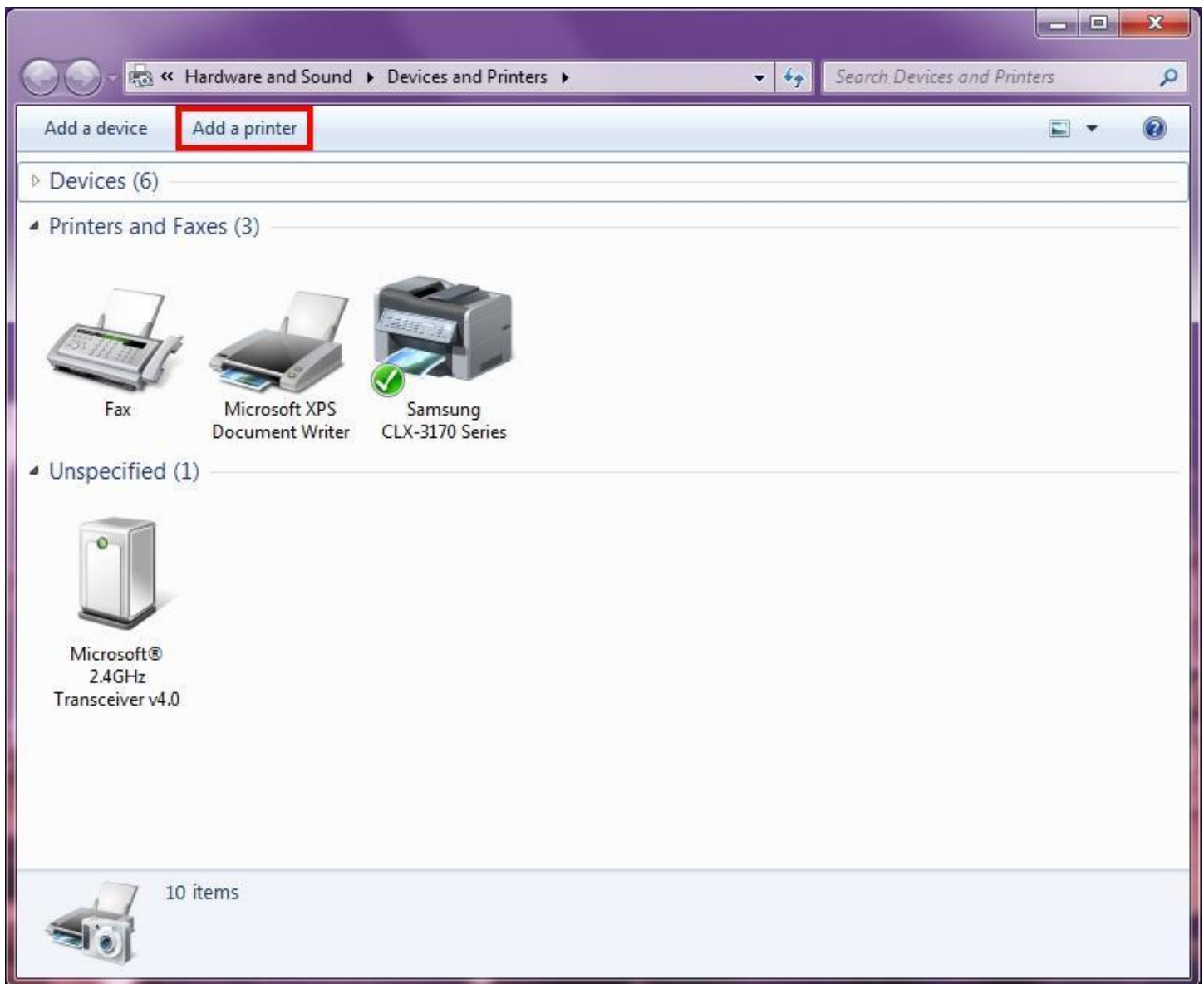
System	
Manufacturer:	Acer
Model:	Veriton X498G
Rating:	4,0 Windows Experience Index
Processor:	Intel(R) Core(TM) i3 CPU 540 @ 3.07GHz 3.07 GHz
Installed memory (RAM):	4.00 GB (3.87 GB usable)
System type:	64-bit Operating System
Pen and Touch:	No Pen or Touch Input is available for this Display

You can now close this box and continue with your set up with the print driver.

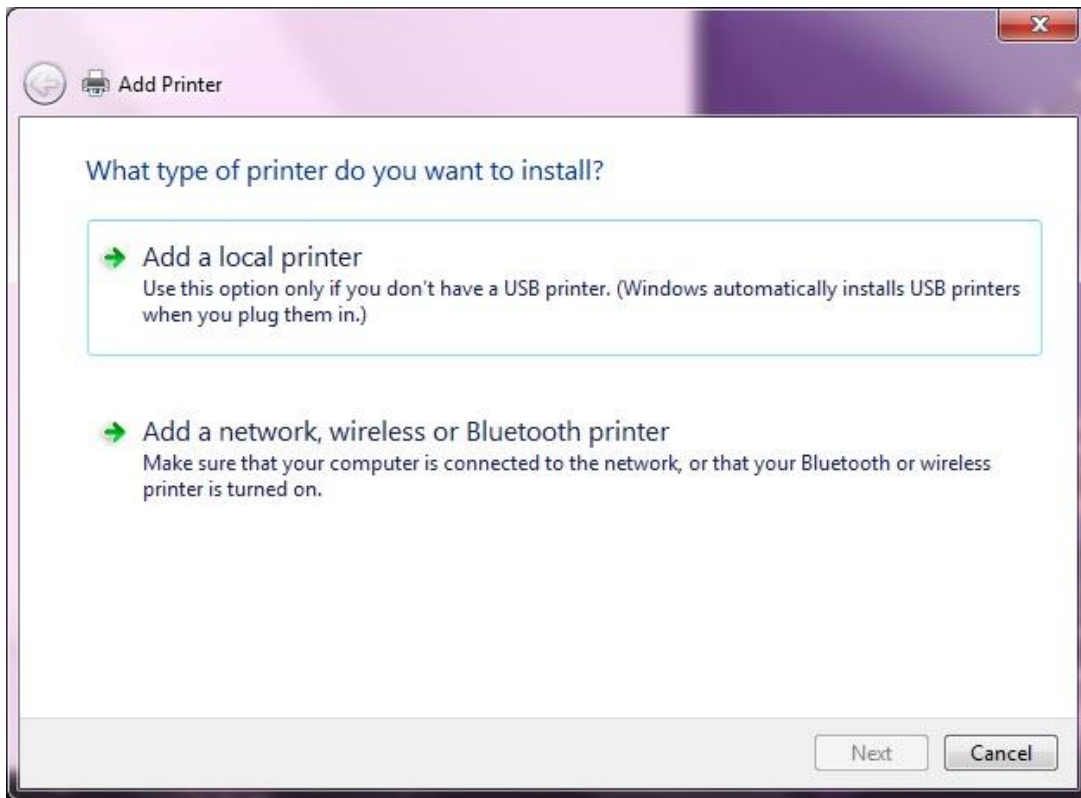
Click on the Start button and choose Devices & Printers (Or Printer & Faxes). If you cannot find either of these, open your **Control Panel** and you will find them there.



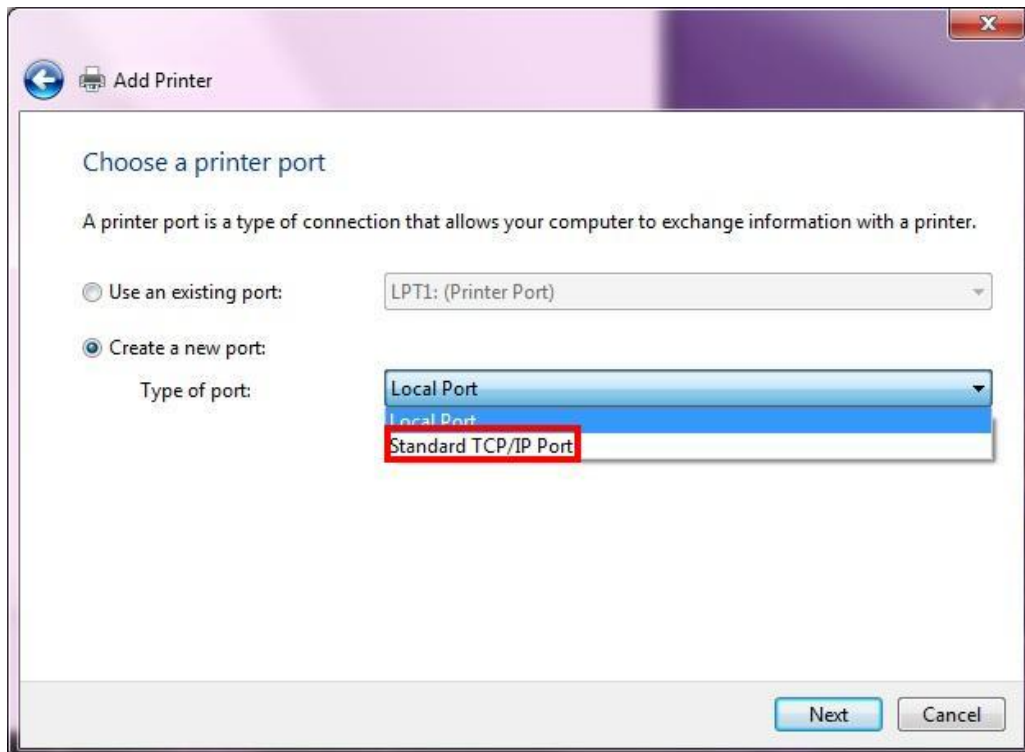
Click on the Add Printer button at the top of the screen.



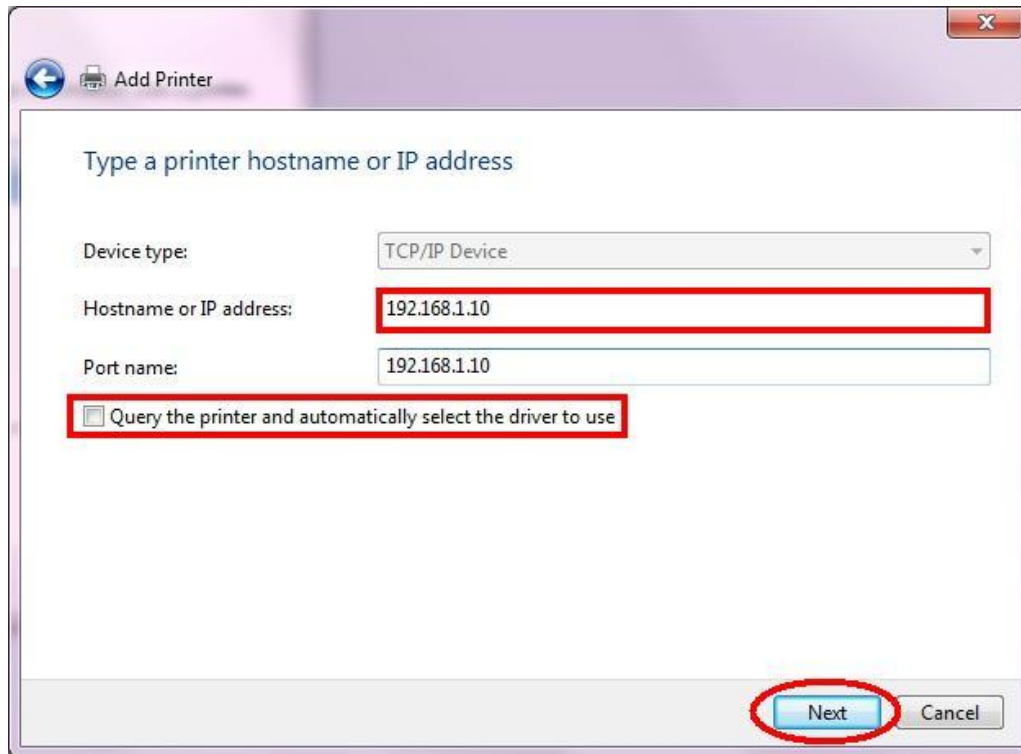
Click on Add a Local Printer.



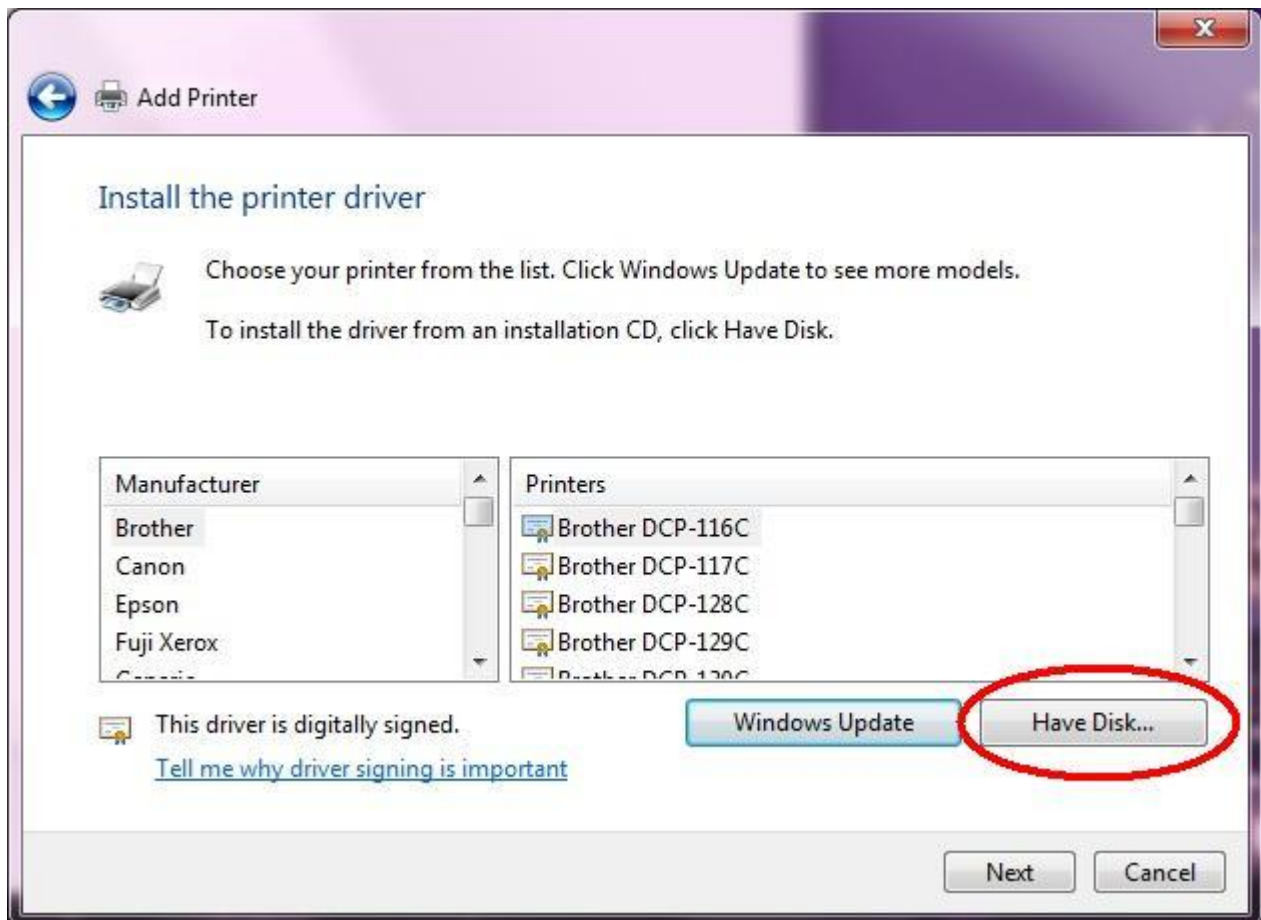
Click on Create New Port and choose Standard TCP/IP Port and click Next.



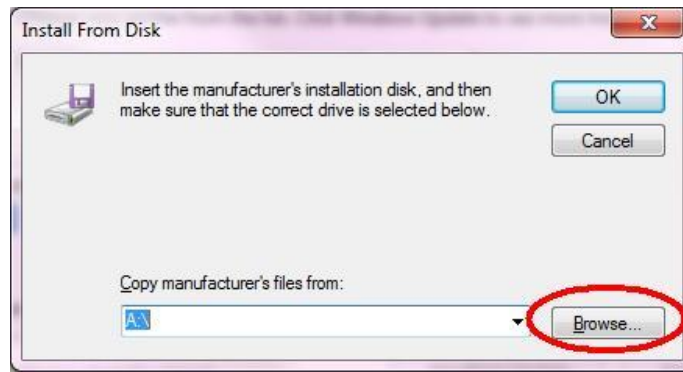
Type in the IP Address into the Host Name/IP address line. **Do not** change the Port Name. Also, **uncheck** the Query for print driver. We want to choose the driver.



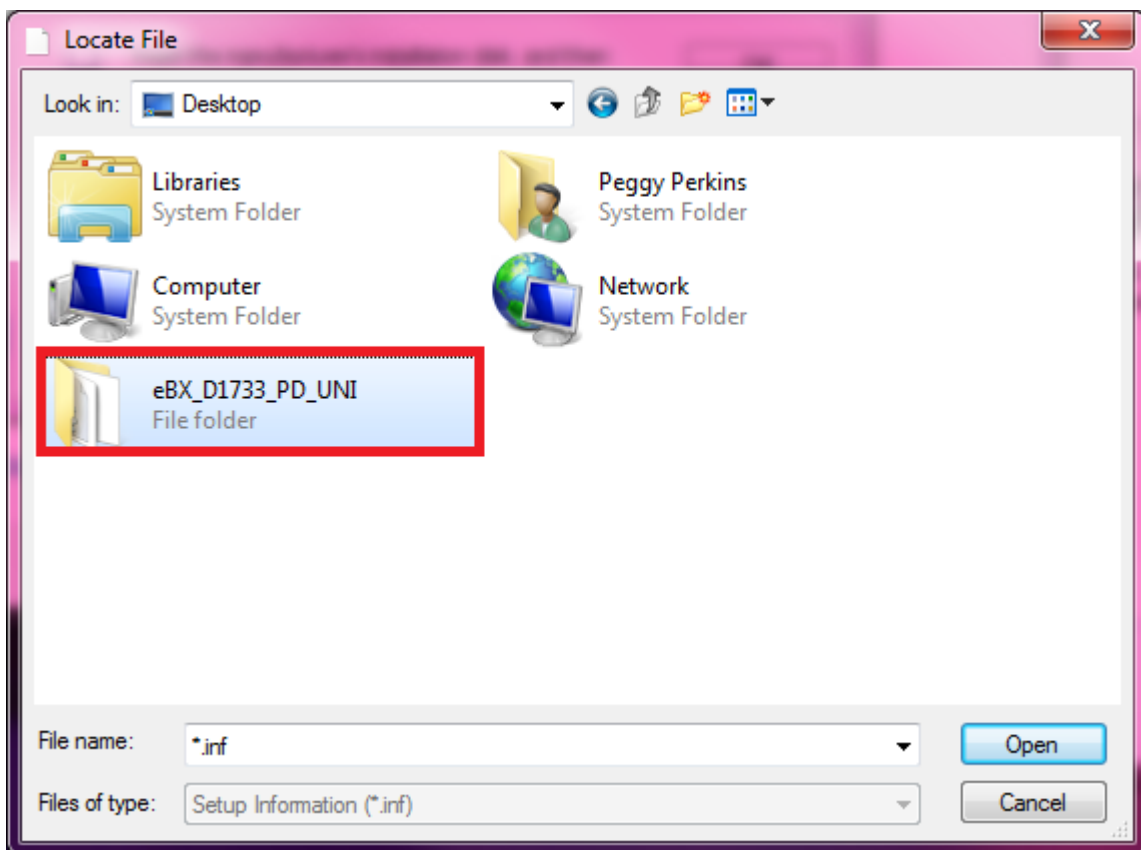
Now, we will choose the Print Driver. We are going to click on HAVE DISK to do this.



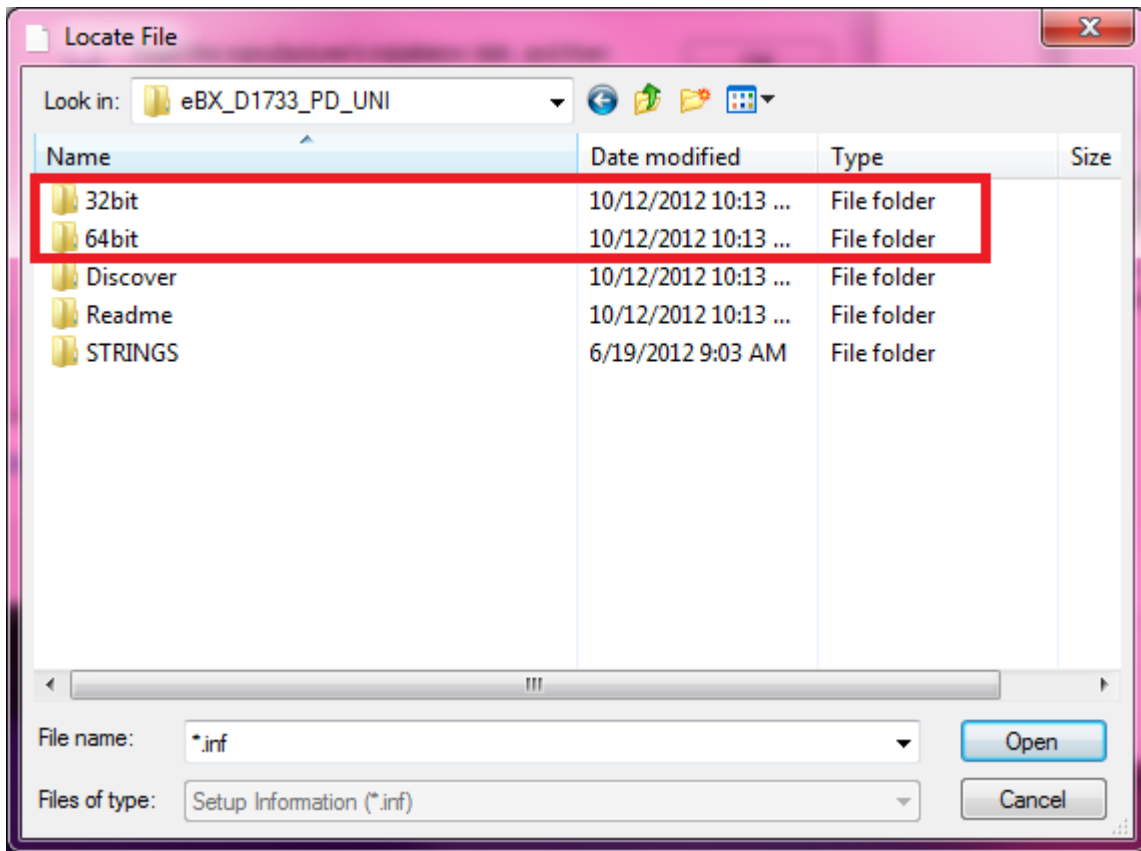
Next, we will click on Browse and look for the extracted print driver:



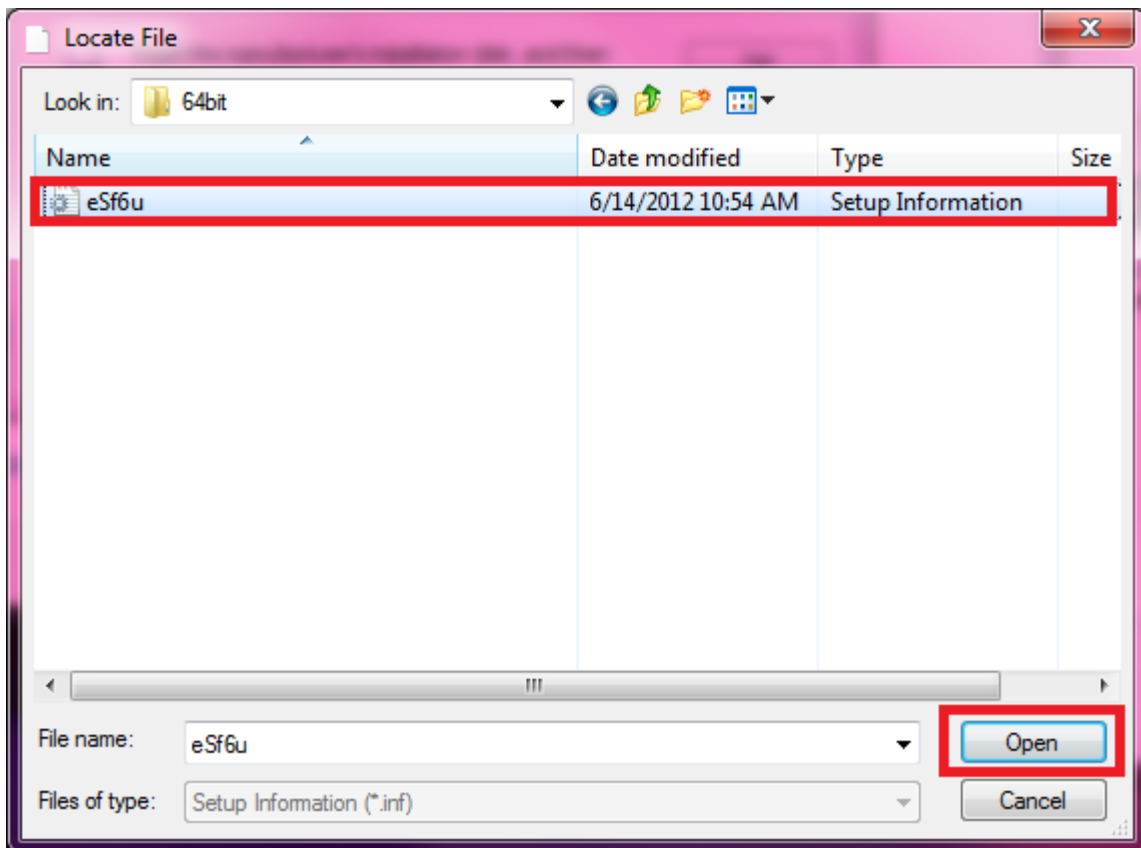
The name of the driver folder may differ, but below is the defaulted name after download. Open this folder.



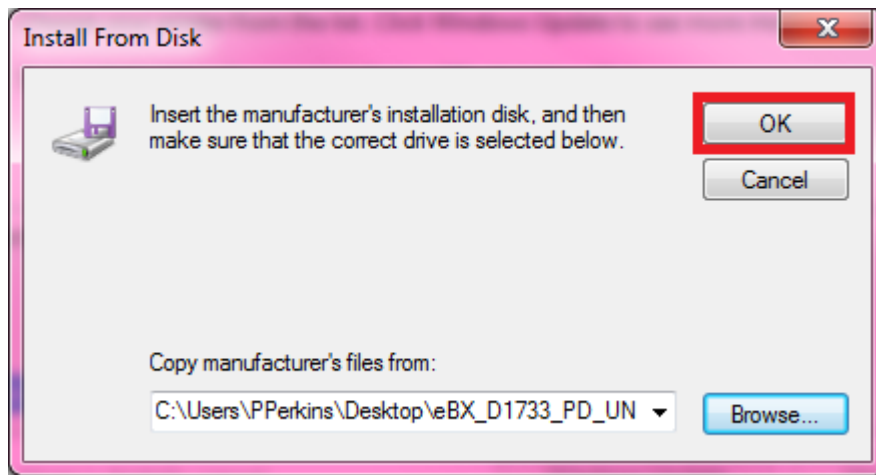
Make sure you select the appropriate folder for your Operating System



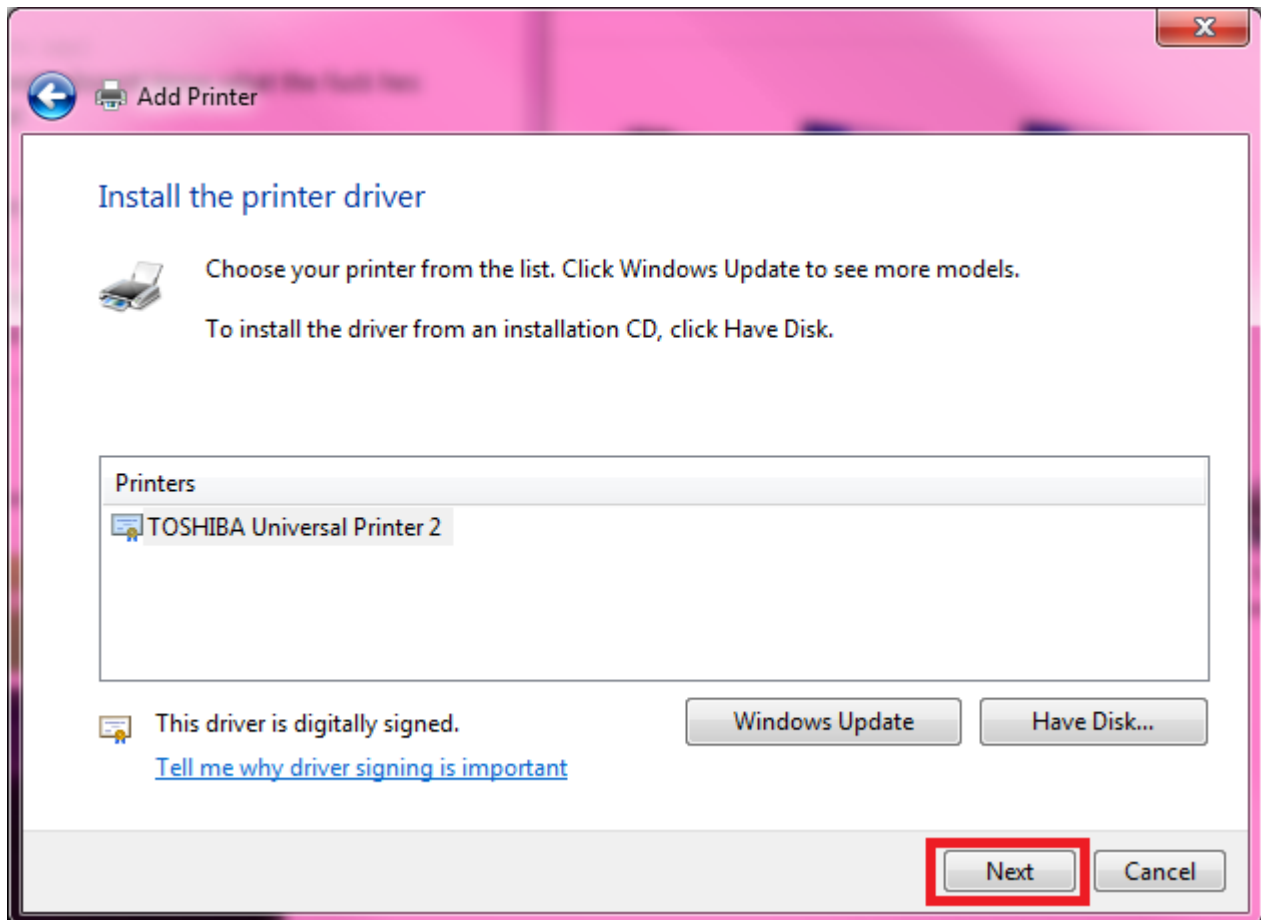
Select the file and choose OK



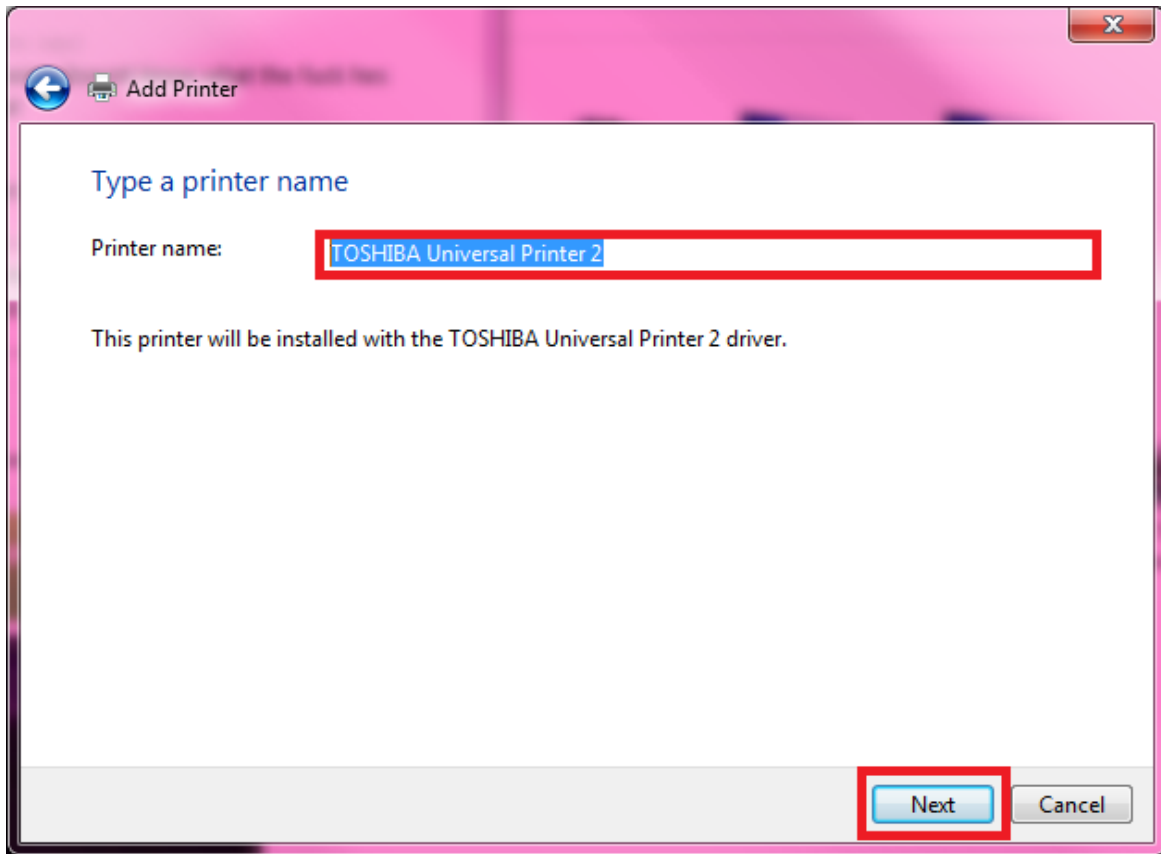
Select OK



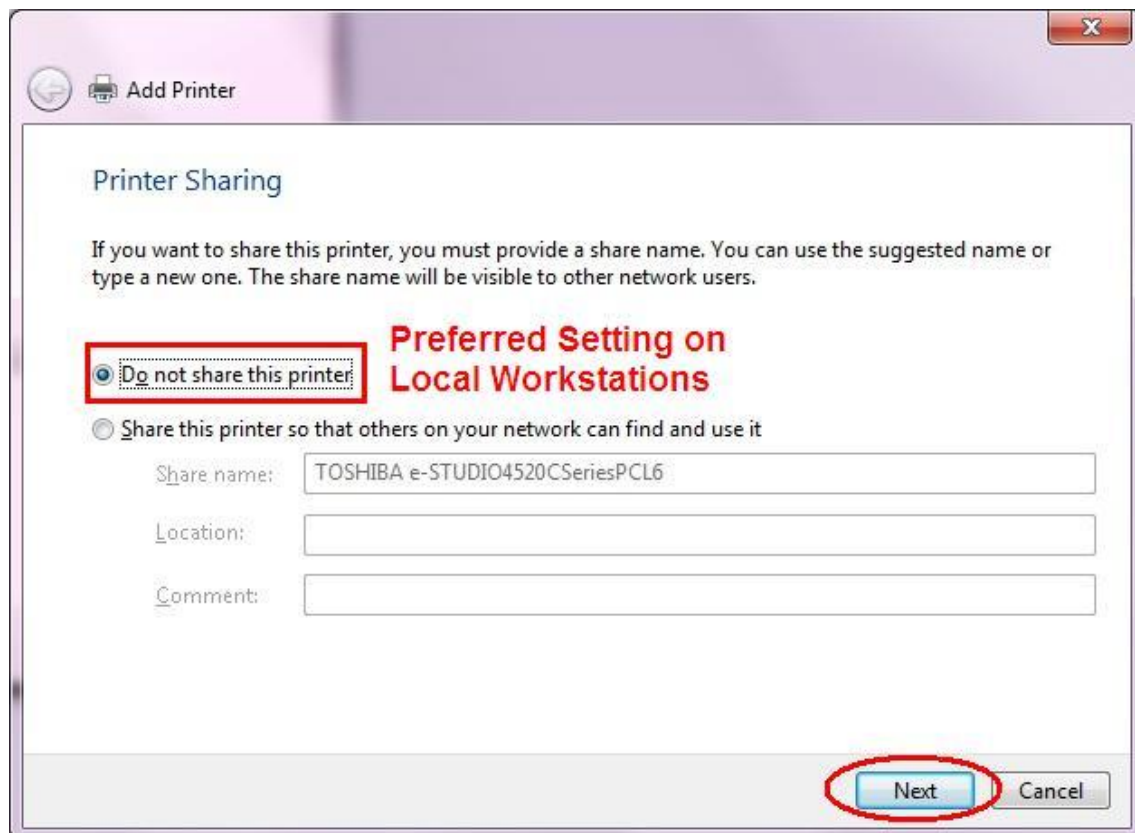
It will show you the default name of the printer. Press Next to continue.



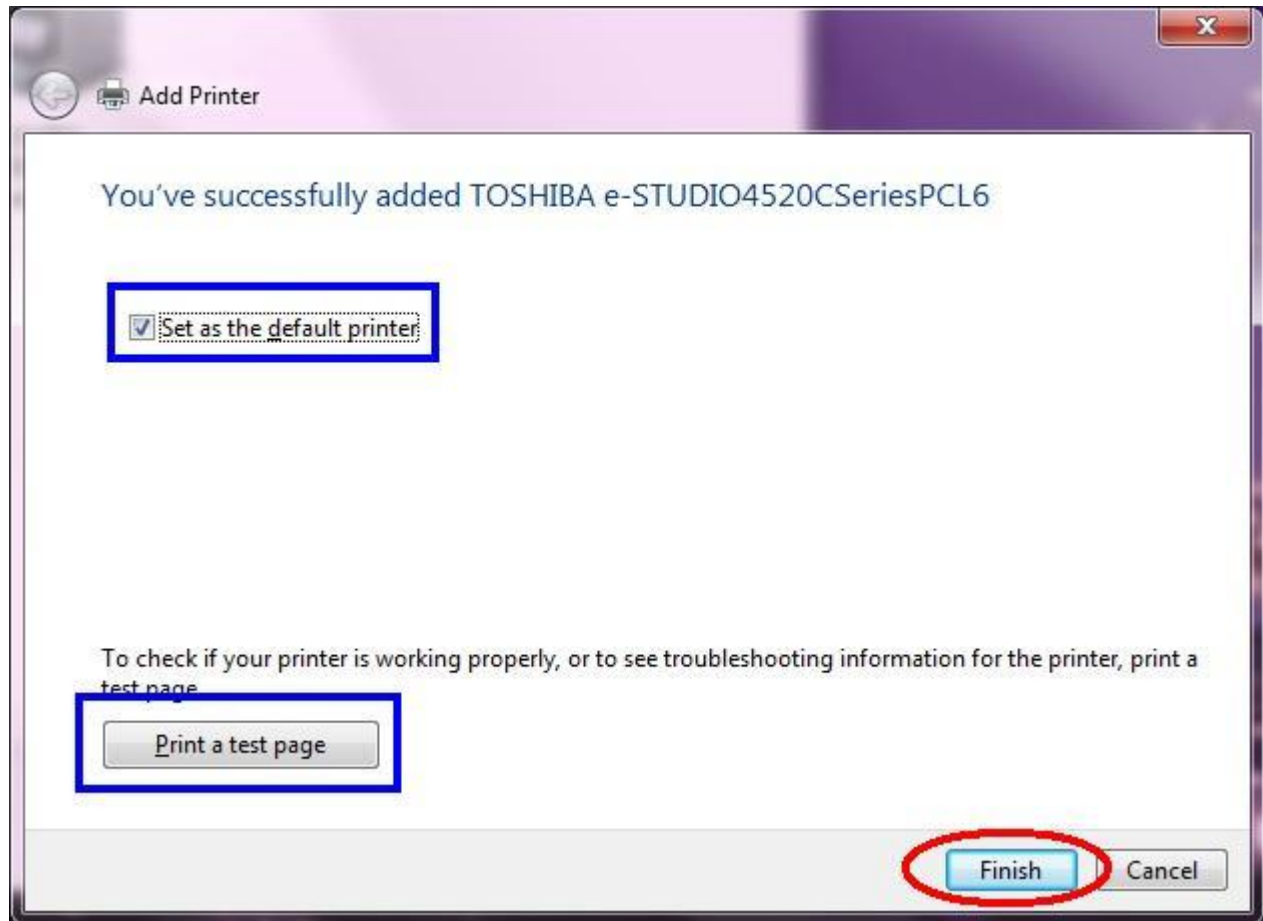
We now have the chance to change the name of the printer from the default name to the customer's preferred name, if desired. Click Next when done.



Do not share the printer.



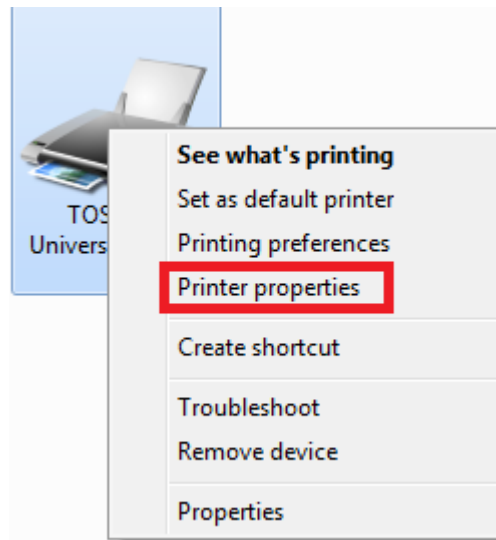
We have now finished adding the printer. You have the option to set this printer as a default printer for the user and if you would like to do a test page. Click on Finish.



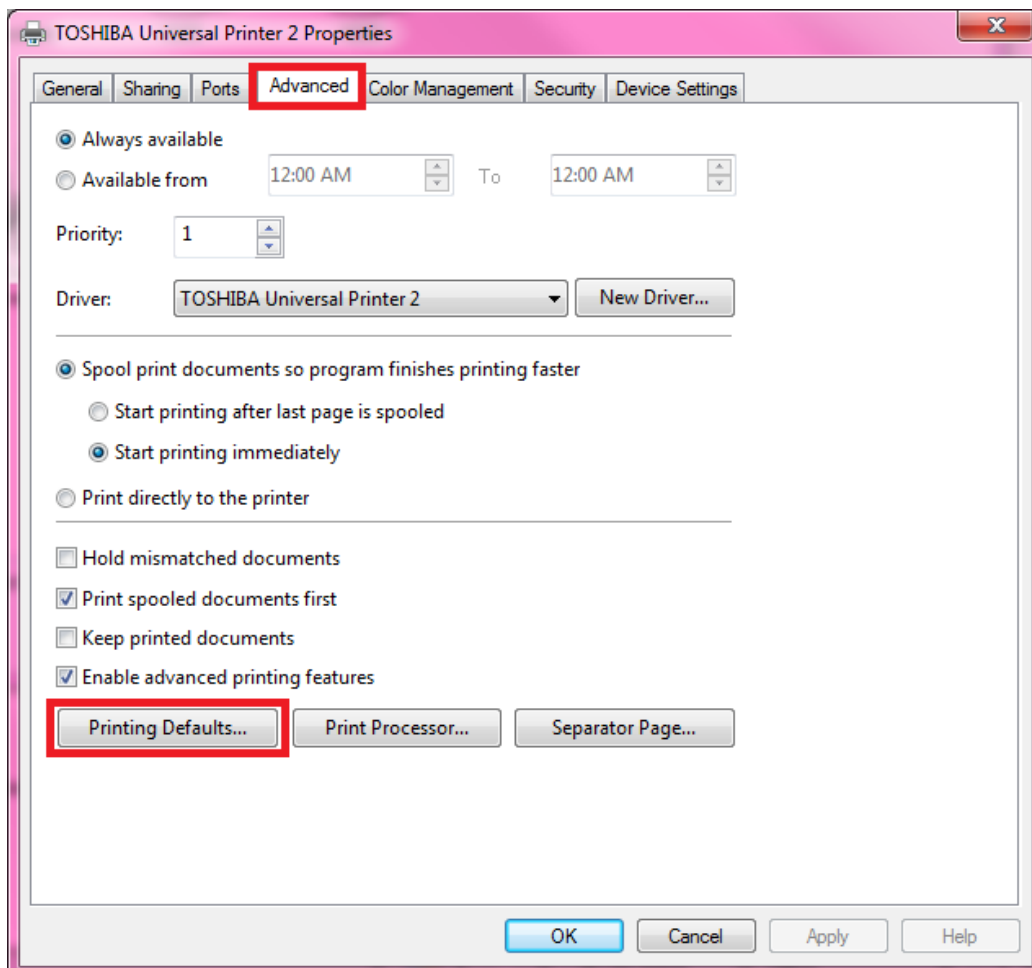
You have successfully added the printer to the Windows PC.

Continue to next page for Defaulting Print Driver to Black & White

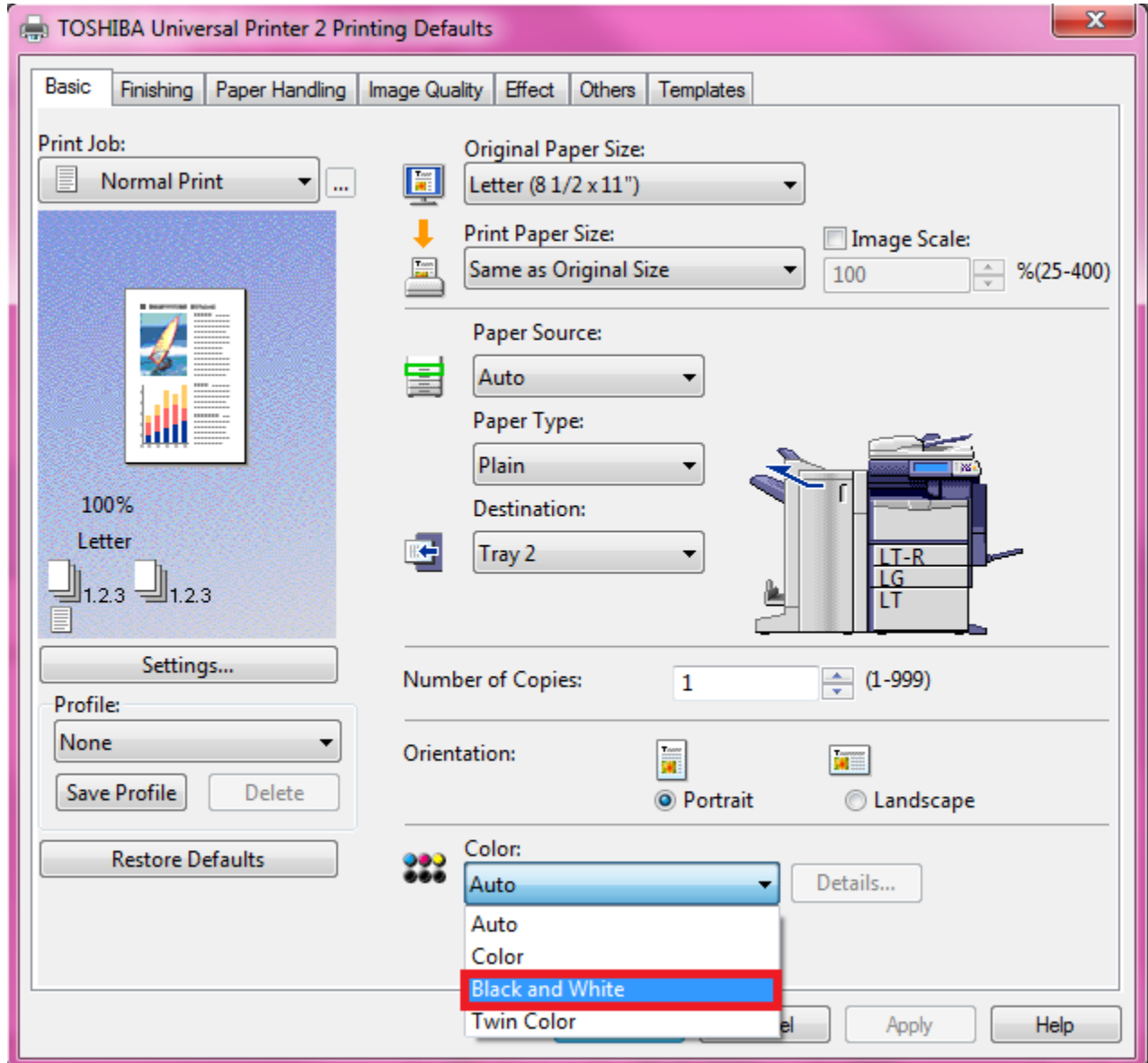
Now, we must default the print driver to B&W, so will have to go into the properties of the print driver. In the Printer list, right-click on the printer and choose Printer Properties (If you don't see Printer Properties, choose Properties)



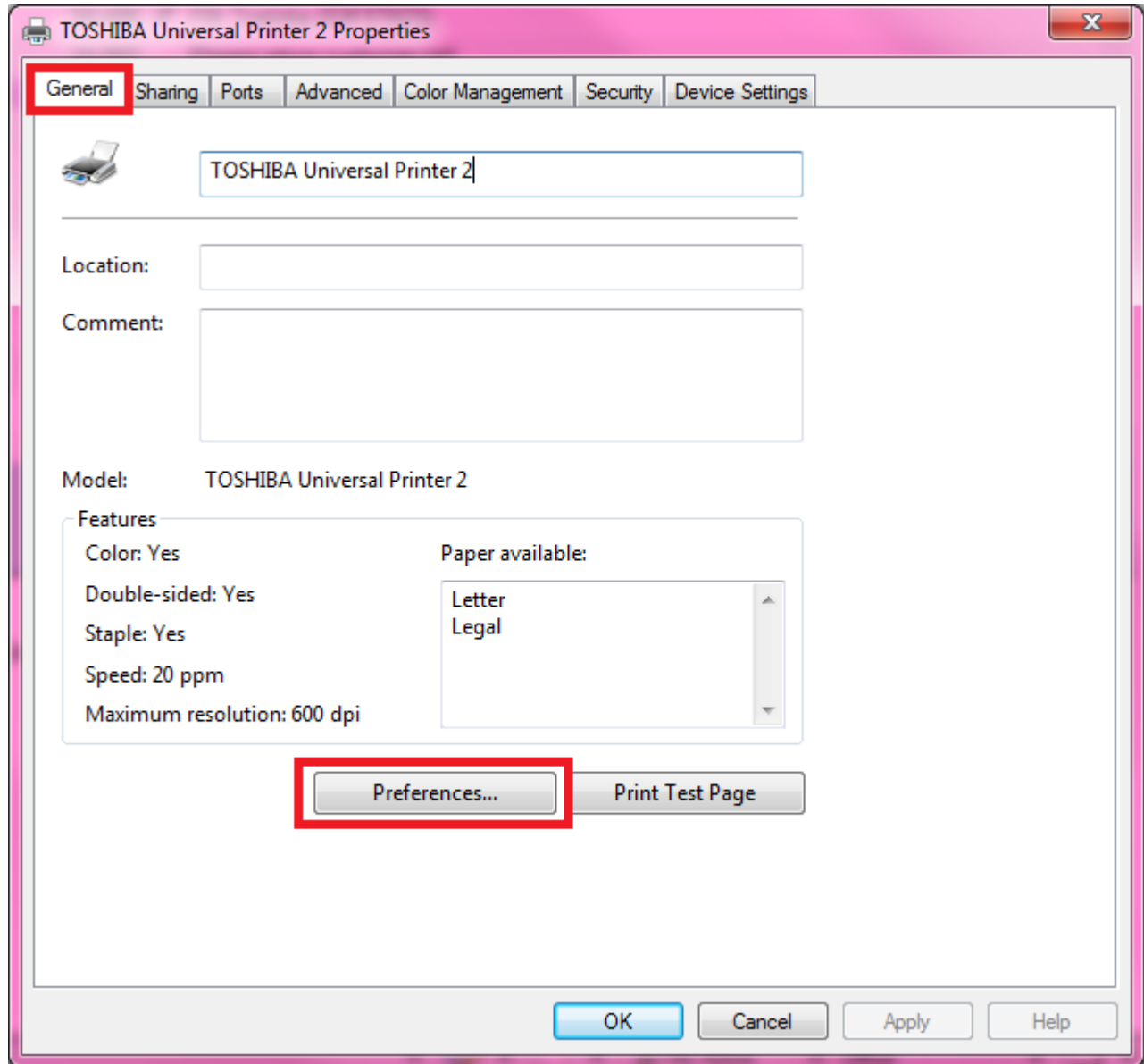
Once you have the properties open, select the Advanced tab and choose Printer Defaults.



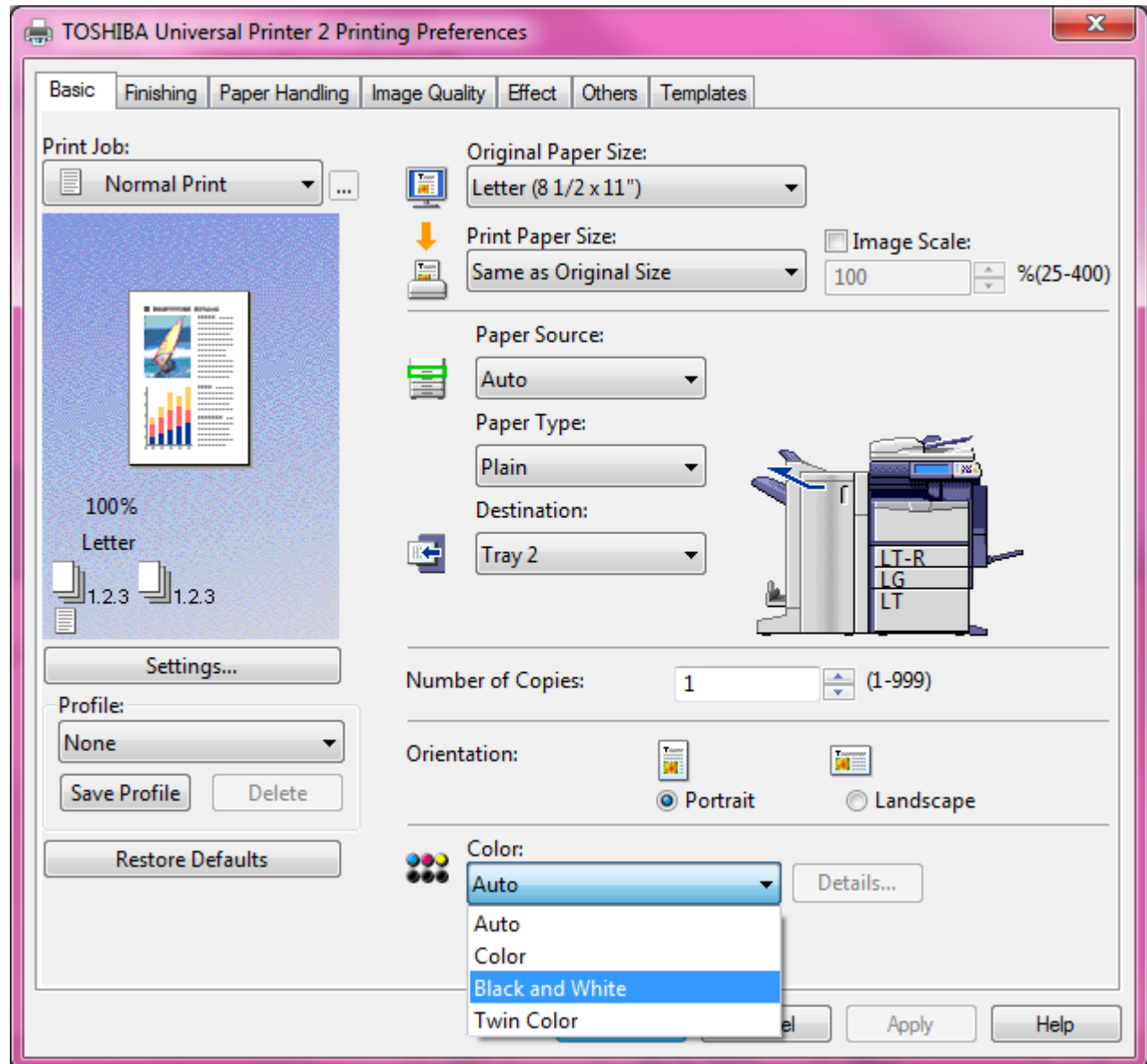
At the bottom under color, change the setting to Black & White. Press OK when finished.



Now, we must double check to make sure the properties have changed correctly. Let's go to the General tab and select Preferences. (This can also be named Printing Preferences)



Make sure that the setting is also in Black & White. If it is not, change it, and then click on OK to save.



You have now finished setting up and defaulting your printer to B&W.