

Adding the Theory Xerox Printer to print from the visitor subnet using LPR:

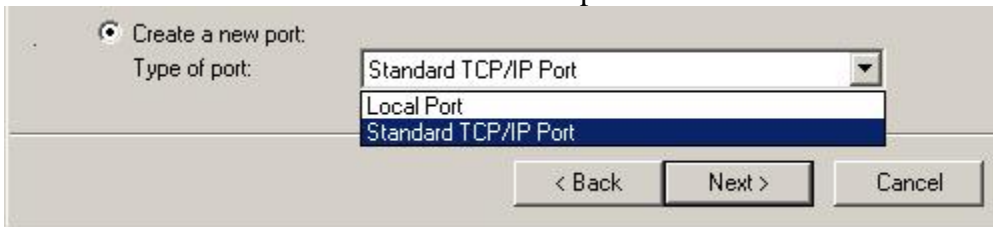
- From the Start Menu, go to Settings - **Printers**
- Double click on **Add Printer**
- Click **Next** on the Welcome screen

-The Local or Network Printer screen will open



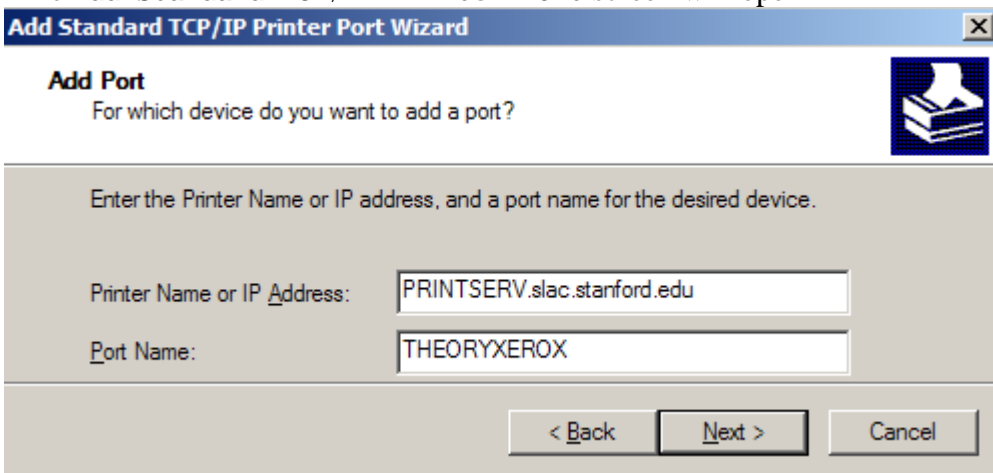
- Ensure that **Local printer** is selected
- Uncheck **Automatically detect and install my Plug and Play printer**
- Click **Next**

-The Select a Printer Port screen will open



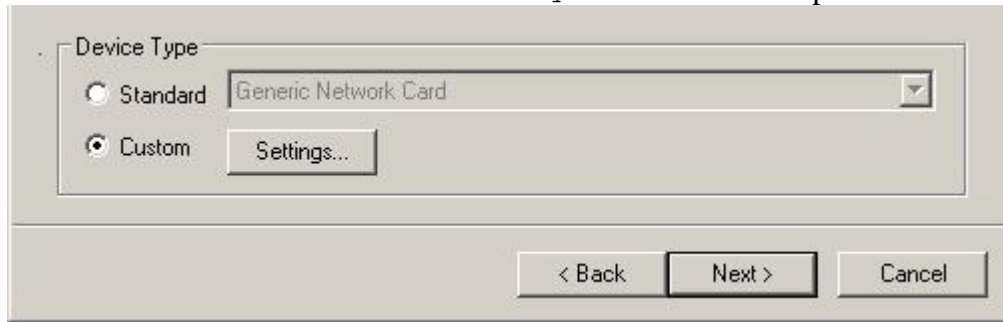
- Select **Create a new port**
- In the *Type of port* dropdown list, select **Standard TCP/IP Port**
- Click **Next**
- Click **Next** again on the Welcome screen

-The Add Standard TCP/IP Printer Port screen will open



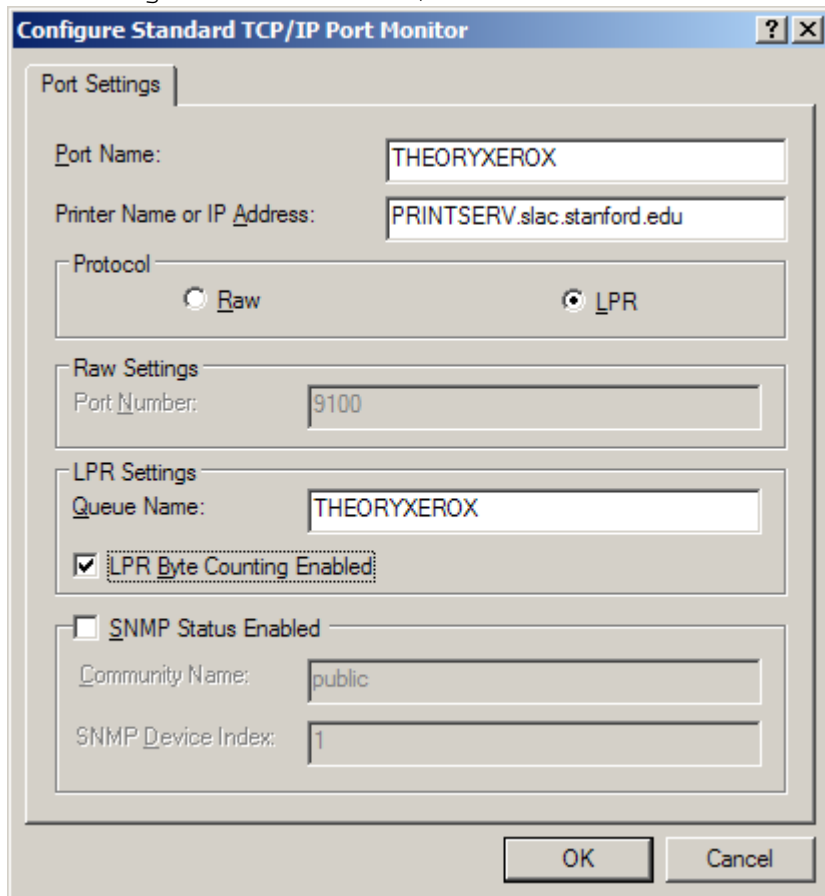
- For **Printer Name or IP Address**, enter PRINTSERV.slac.stanford.edu
- For **Port Name**, enter THEORYXEROX
- Click **Next**

The Additional Port Information Required screen will open



- Select **Custom**
- Click **Settings**

The Configure Standard TCP/IP Port Monitor screen will open



- In the Protocol section, select **LPR**
- In the Queue Name field, enter **THEORYXEROX**
- Click on the **LPR Byte Counting Enabled** checkbox
- Click **OK**
- Click **Next**
- Click **Finish**

-A window will open for installing drivers for your convenience the driver is located here:
www.slac.stanford.edu/grp/th/VisitorPrinters/theoryxeroxVISTAandXP.zip

- In the *Name your Printer* window, select an appropriate name
(Use the Queue name for clarity when making multiple printer definitions)
- In the *Printer Sharing* window, select as appropriate. Clients usually do not need to share printers.
- In the *Print Test Page* window, you may test as needed
- Click **Finish**