

## HP Color LaserJet Installation Instructions for your PC

There is a new HP ColorJet in room 207 of the main office. It is for use by the faculty and staff. Please do not use it for black and white only printouts. The instructions to install the printer on your computer are as follows:

- 1) Click on “Start” and then “Printers and Faxes”
- 2) Click “Add a printer”. This opens the “Add Printer Wizard” window.
- 3) In the “Add Printer Wizard” window click “Next”
- 4) Click the button for “A network printer” and then click “Next”
- 5) Click the button for “Connect to this printer”.
- 6) Type in “\\nightshade\iris” (without quotes) in the “Name:” box.
- 7) Click “Next”. A “Connect to Printer” warning window will appear.
- 8) Click “OK” in that window.
- 9) That window is replaced by one in which the type of printer is selected.
- 10) Click “Have Disk..” This opens the “Install From Disk” window.
- 11) Click “Browse..”.
- 12) Type “I:\drivers\printers” (without quotes) in the “Copy Manufacturer’s files from” box. NOTE: if you do not have an I: drive then type “\\pcapps\apps\drivers\printers” instead.
- 13) Click “Browse..” This brings up the “Locate File” window.
- 14) Navigate to “HP-ColorLaserJet\3525” folder.
- 15) Highlight the “hpc3525c” (or “hpc3525c.inf”) file and click “Open”. The “Locate File” window disappears.
- 16) In the “Install From Disk” window click “OK”.
- 17) Highlight the line “HP Color LaserJet CP3525 PCL 6” in the window and click “OK”.
- 18) Click “Next” in the “Add Printer Wizard” window.
- 19) Click the “No” button. We don’t want it to be your default printer. Click “Next”.
- 20) If you are asked if you want to print a test page click “No”.
- 21) Click “Finish”.