

### Metro Lounge – Printer installation for Laptops with Windows XP

The laser printer in the Metro lounge has been setup as a TCP/IP printer. You can use the local printer from your laptop provided:

- ✓ The laptop has been configured as a “roaming” machine – by your IT support
- ✓ It is connected to the network in the lounge area – by the blue network cable
- ✓ The printer driver has been installed – by running the program described here

The printer driver is stored on the Metro Lounge web site as a program. There is one for each campus lounge. For example, the Clayton printer uses;

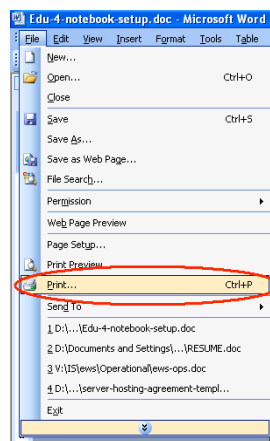
[http://www.monash.edu.au/campuses/metro/Clayton lounge printer.exe](http://www.monash.edu.au/campuses/metro/Clayton%20lounge%20printer.exe)

This program will add a new TCP/IP printer e.g. ‘Clayton Lounge HP Laser Jet P3005 PCL 6’ and will work in most cases. Because of the large variation in possible laptop configurations, it is **not** guaranteed to work in all cases. It takes a minute or two to complete the install, after which you will need to reboot your laptop. You only need to do this once, after which you will be able to print each time you visit the lounge.

In case there is a problem, a manual install procedure is described over the page.

### Metro Lounge – Using the Printer

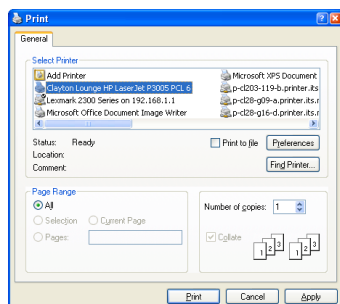
The Lounge printer does not become the default printer. You will have to manually select it for each print operation. This avoids changing your normal default printer.



When you want to print in Microsoft Office applications such as Word and Excel;

- Click **F**ile on the main menu bar
- Select **P**rint in the drop down menu

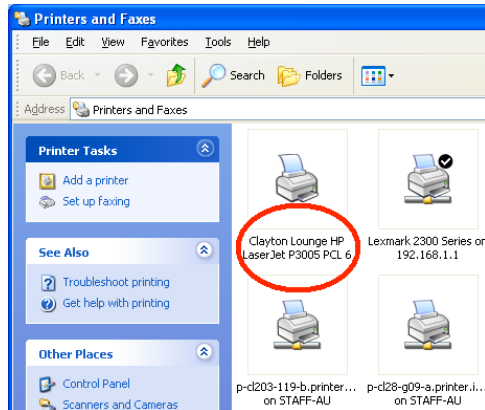
Most all applications work in a similar manner



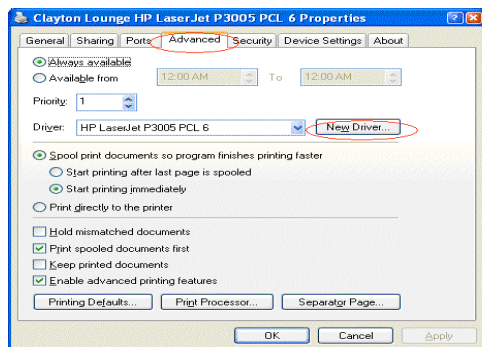
- Select Printer HP LaserJet P3005 PCL 6 from the list.

## Metro Lounge – Manual Printer installation for Laptops

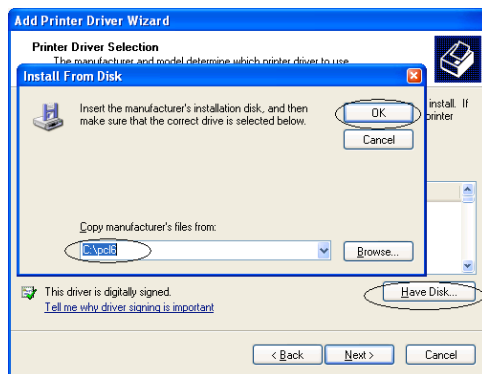
Use this procedure if you have some trouble with the automated installation program.



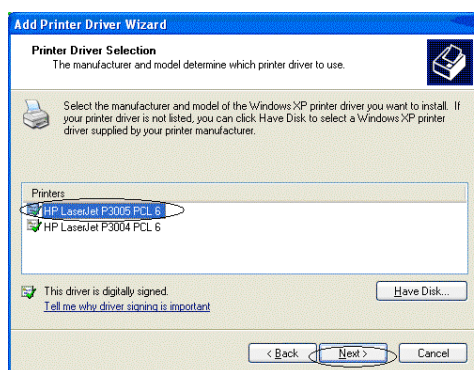
- Click on Start → Settings → Printers and Faxes.
- Right click on printer ‘Clayton Lounge HP Laser Jet P3005 PCL 6’ and select Properties.



- Select ‘Advanced’ Tab.
- Click on ‘New Driver’



- Click ‘Next’ on Add Printer Driver Wizard
- Click ‘Have Disk...’.
- Enter path as **C:\PCL6**
- Click OK.



- Select Printer HP LaserJet P3005 PCL 6 from the list.
- Click ‘Next’.
- Click ‘Finish’ on next screen.
- Click ‘OK’ to close printer properties screen.