

## IT Essentials 5.0

### 9.3.1.3 Lab - Install a Printer in Windows Vista

#### Introduction

Print and complete this lab.

In this lab, you will install a printer. You will find, download, and update the driver and the software for the printer.

#### Recommended Equipment

- A computer running Windows Vista
- Internet connection
- Printer

#### Step 1

If you are installing a USB printer, plug the printer into the computer using a USB cable. Plug the printer power cord into an AC outlet if necessary. Unlock the printer if it is locked.

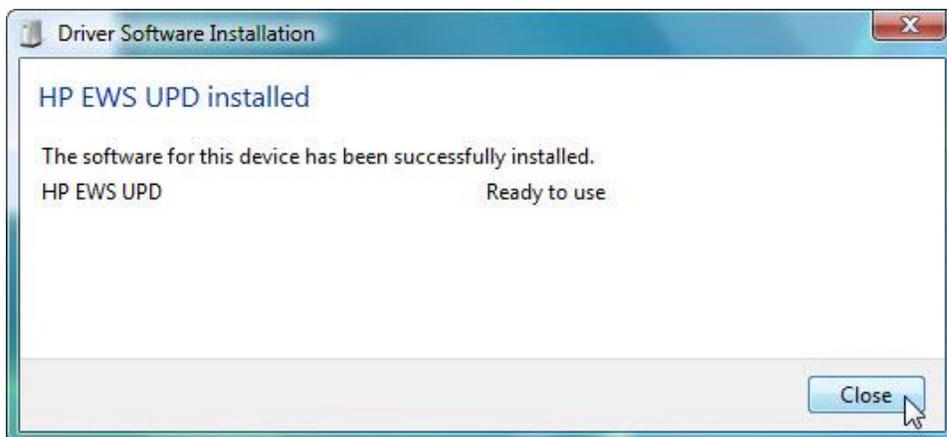
#### Step 2

Windows detects the new hardware and attempts to load the appropriate driver.

The “Installing device driver software” bubble opens.



The “The software for the device has been successfully installed” screen appears.



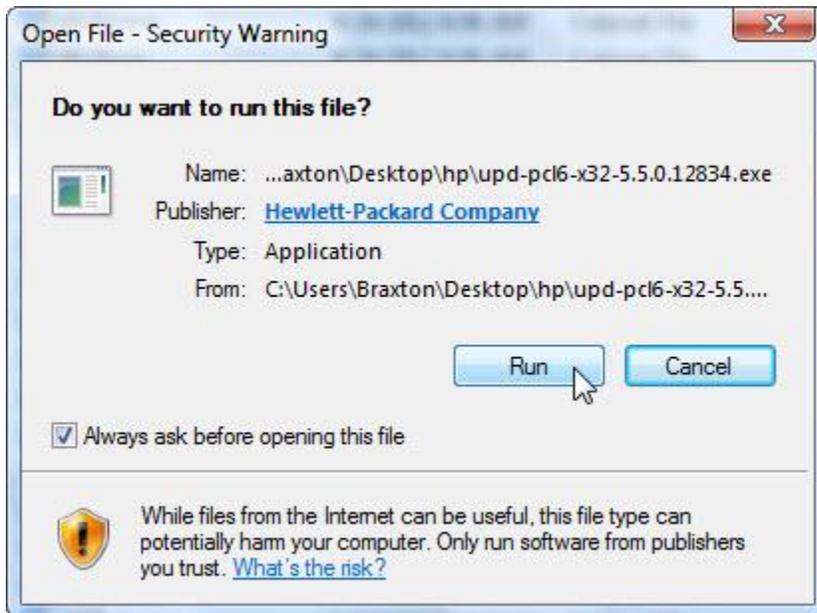
Click **Close**.

### Step 3

In order to ensure that your computer has the most up-to-date driver, find the manufacturer and the model number of the printer.

Visit the manufacturer's web site and navigate to the product downloads or support page. Download the most recent driver and software for the model of printer device that you have installed. The software and driver must be compatible with your operating system.

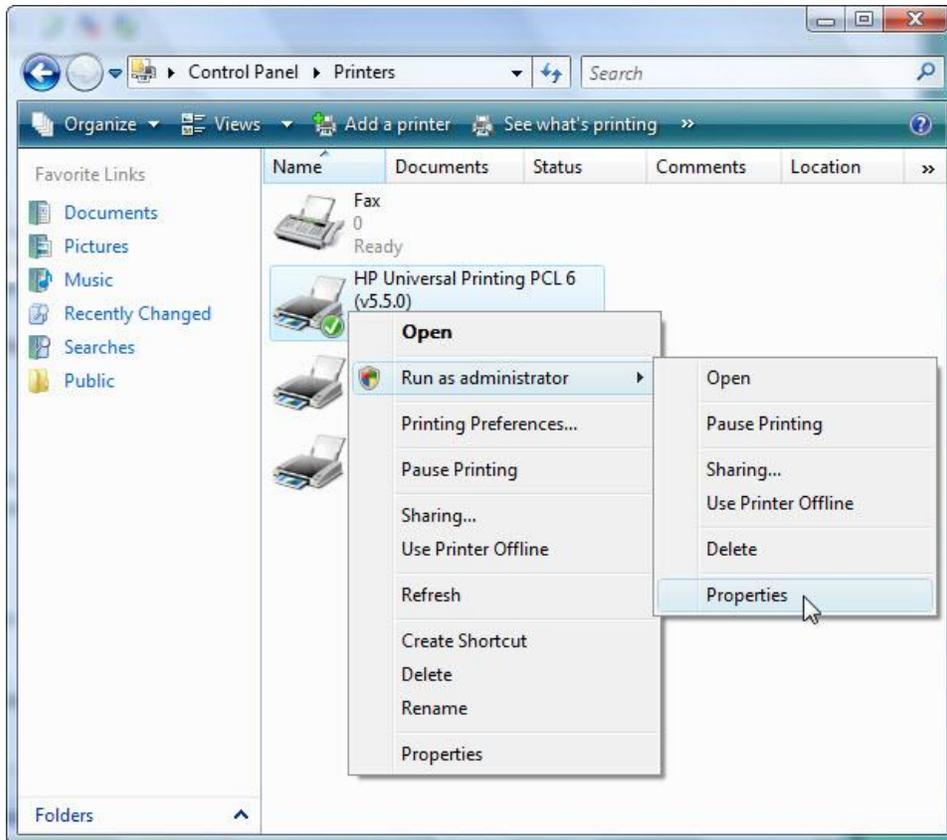
Download the driver and extract to a temporary folder on your desktop.



### Step 4

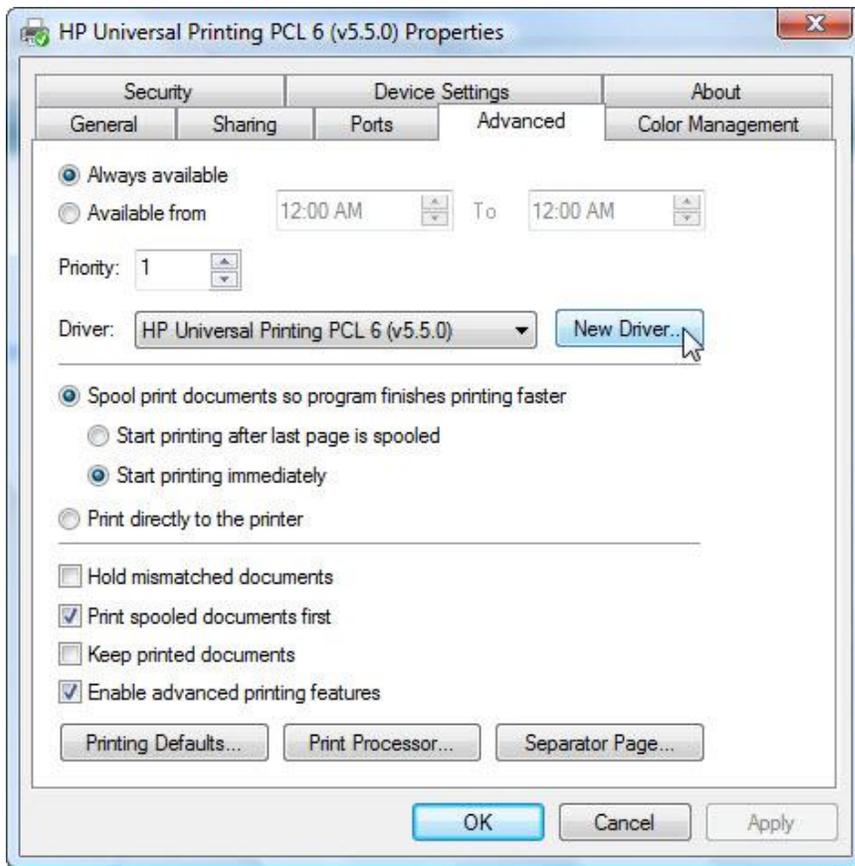
To manually install the driver, select **Start > Control Panel > Printers**.

The "Printers" window opens.



Right-click on the printer, and select **Run as administrator > Properties**.

The "Printer Properties" window opens.



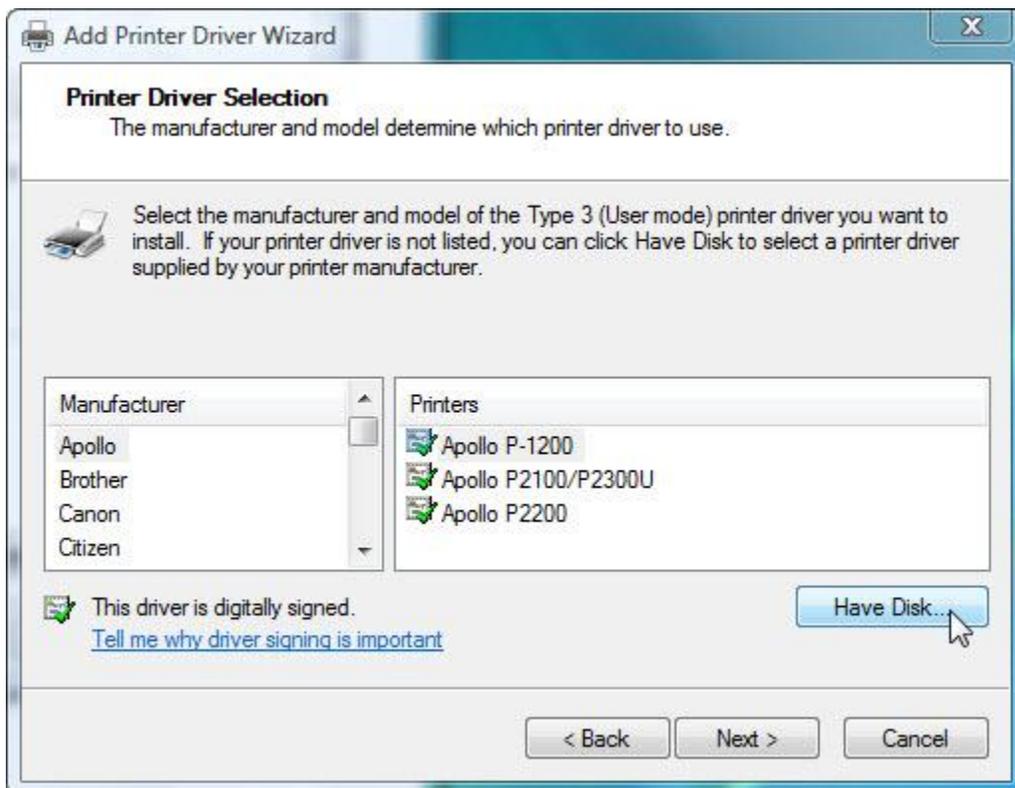
Click **Advanced** tab > **New Driver**.

The "Add Printer Driver Wizard" opens.



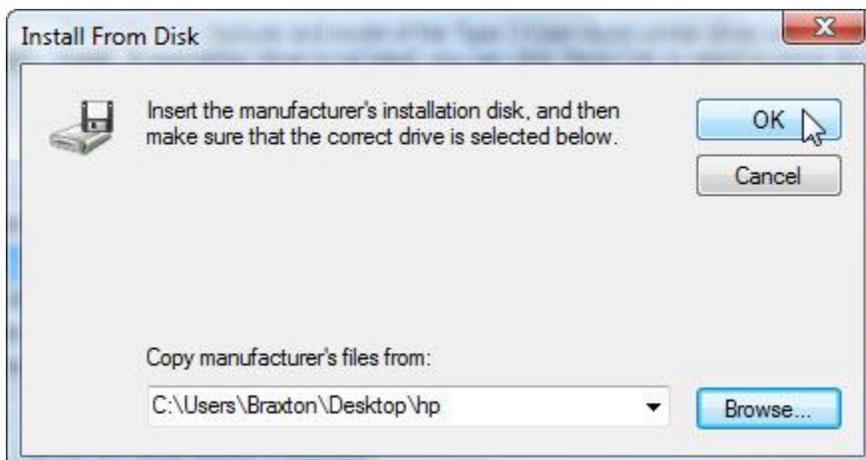
Click **Next**.

The “Printer Driver Selection” screen appears.



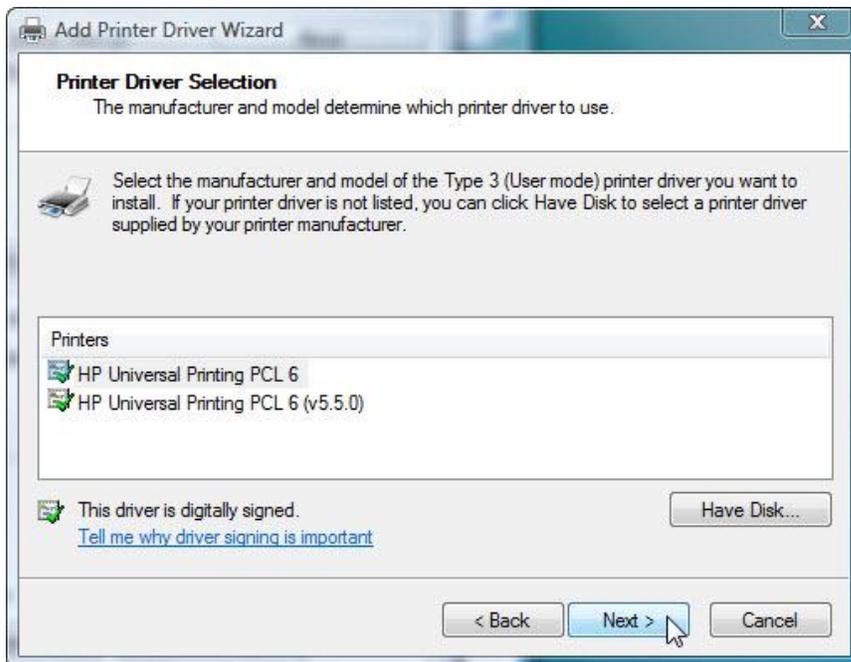
Click **Have Disk**.

The “Install From Disk” window opens.



Click **Browse** and select the downloaded driver and click **OK**.

The “Printer Driver Selection” screen appears.



Select the correct driver and then click **Next**.

The "Completing the Add Printer Driver" screen appears.

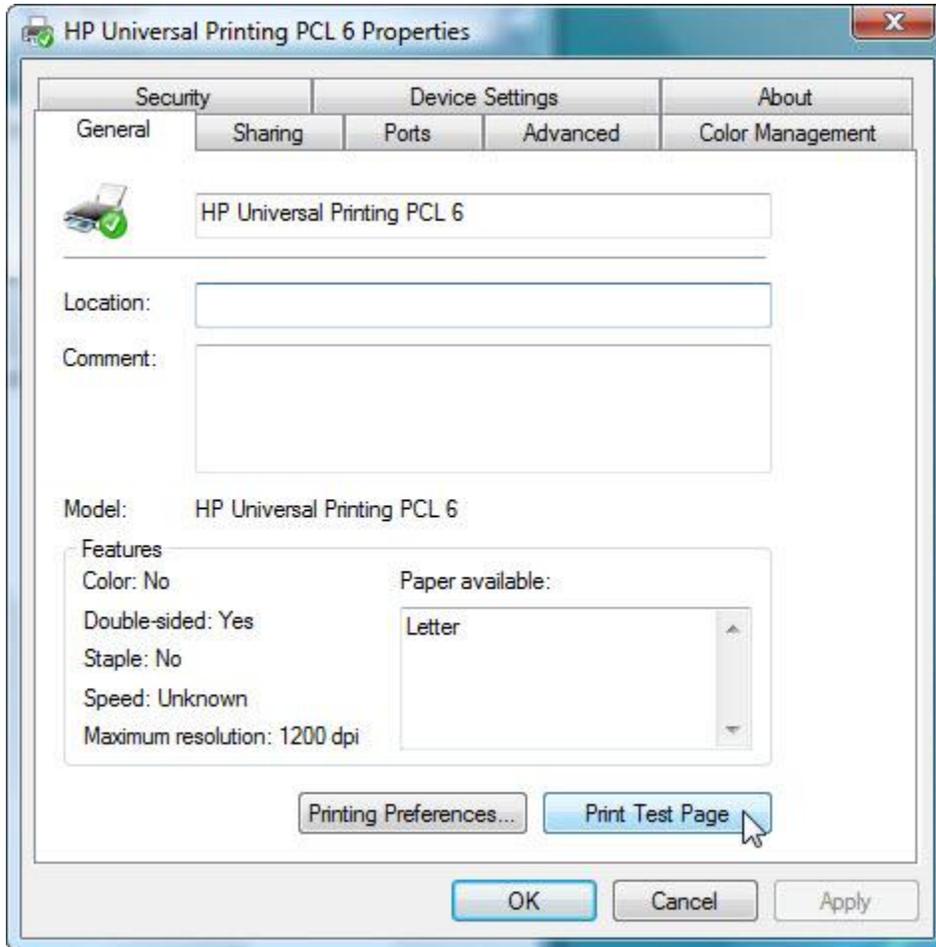


Click **Finish**.

**Step 5**

To verify printer functionality click **Start > Control Panel > Printers**.

Right-click the printer and then select **Properties**.



Click **Print Test Page**.