



Connecting to a Network Printer

INTRODUCTION

This Quick Guide tells how to connect to a network printer. For more detail view the video.

INSTRUCTIONS

1. Shut down Windows XP and the Parallels application. (This is **very** important; printing from XP via the Passthrough Printer will not work unless this first step is completed.)
2. Open **System Preferences** from the dock.
3. Open **Print & Fax Preference Pane**.
4. Unlock the **Preference Pane** by clicking the padlock icon in the lower left and entering your password.
5. Click the "+" icon under the white "Printers" box.
6. You will be adding network printers by their IP address, so click on the **IP** icon in the menu bar. You will need to print a network configuration page on the printer that you wish to add so that you can get the printer's IP address. If you have problems completing this step please see your TST for assistance.
7. When the **IP printing tab** appears, make sure that LDP is selected and the Protocol. Enter the IP address of the network printer into the "**Address:**" field. Leave the "**Queue**" field blank.
8. You may need to select the correct printer driver from the "Print Using" list. You can also name the printer locally via the "Name:" and "Location:" fields.
9. Once you have added a printer successfully and have printed a test document you can re-launch Parallels/XP. You will now be able to use the "**Passthrough to Default OSX Printer**" printer selection in XP to print. Please keep in mind that this particular printer will only print to the printer that you have selected as default in OSX. If you want to change the OSX default printer and still be able to print from XP to the new printer, you will need to completely shut down Parallels/XP **before** making this change.