

HP Universal Printing PS Drivers – Installation Instructions

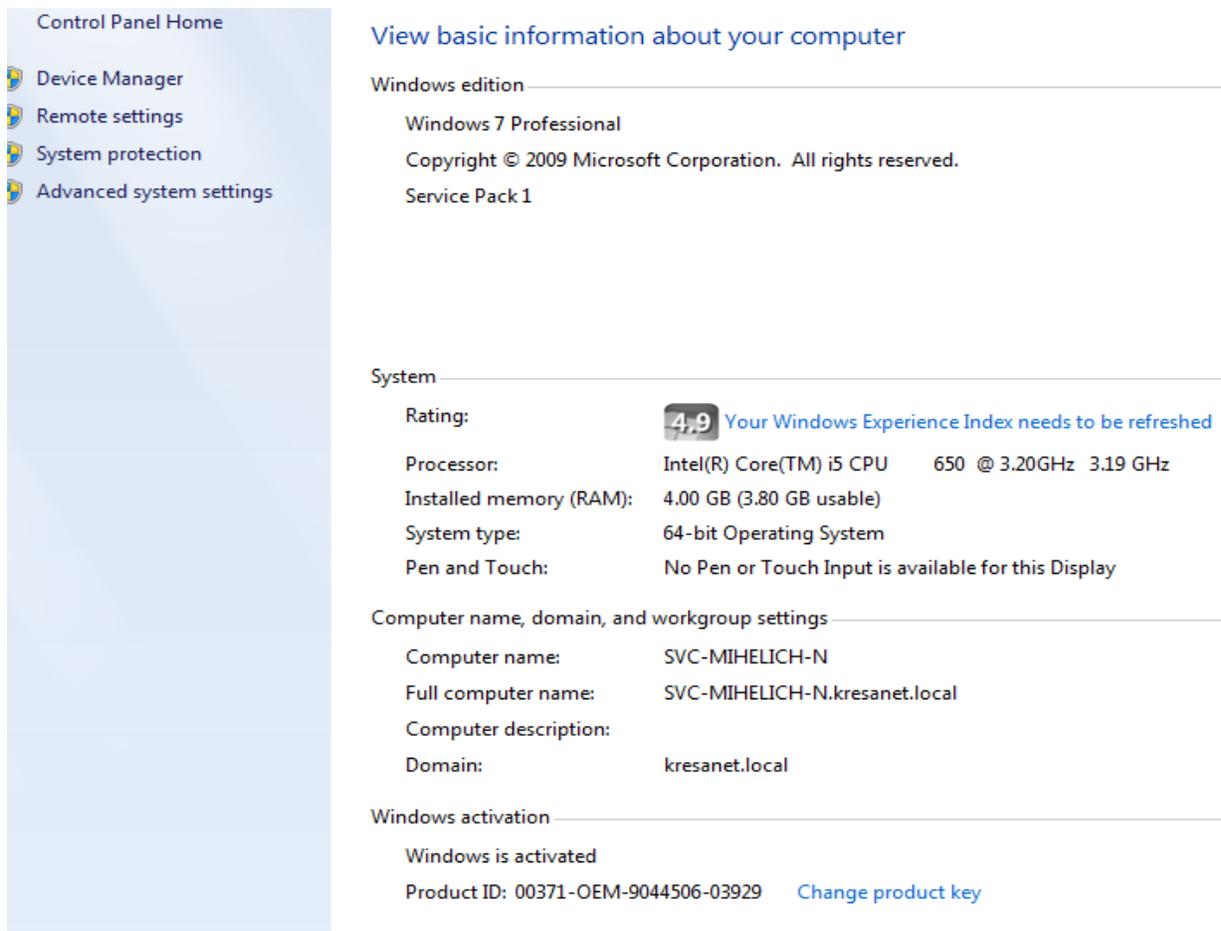
These instructions explain how to install HP Universal Printing PS drivers on a Windows 7 workstation.

When MiCase Applications are used to create reports to be submitted as jobs to be printed at the REMC division of Kalamazoo RESA, the systems require that two printers are installed on the desktop of the workstation used to create the reports. The printers must be named *KRESA Central* and *HP KRESA Central*.

Note that the instructions must be followed twice: first use the instructions to install a printer named *KRESA Central*; then repeat to install a printer named *HP KRESA Central*.

HP provides drivers for both 32 and 64 bit operating systems. To determine whether the Windows 7 computer is a 32 or 64 bit system,

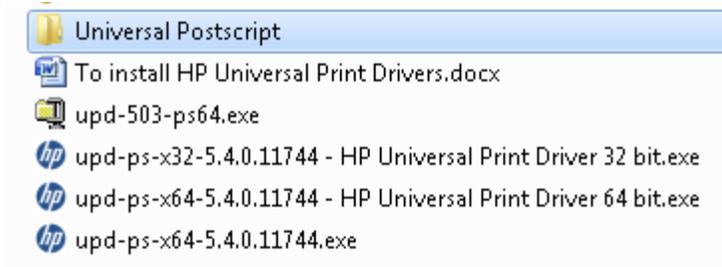
- click **Start** 
- > select *Control Panel*
- > select *System* and
- the system should display a screen with *System type:* indicating a *32-bit* or *64-bit Operating System*.



The screenshot shows the Windows 7 System information page. On the left is a navigation pane with 'Control Panel Home' and links to 'Device Manager', 'Remote settings', 'System protection', and 'Advanced system settings'. The main content area is titled 'View basic information about your computer' and is divided into several sections: 'Windows edition' (Windows 7 Professional, Copyright © 2009 Microsoft Corporation, Service Pack 1), 'System' (Rating: 4.9, Processor: Intel(R) Core(TM) i5 CPU 650 @ 3.20GHz 3.19 GHz, Installed memory (RAM): 4.00 GB (3.80 GB usable), System type: 64-bit Operating System, Pen and Touch: No Pen or Touch Input is available for this Display), 'Computer name, domain, and workgroup settings' (Computer name: SVC-MIHELICH-N, Full computer name: SVC-MIHELICH-N.kresanet.local, Computer description: kresanet.local, Domain: kresanet.local), and 'Windows activation' (Windows is activated, Product ID: 00371-OEM-9044506-03929, Change product key).

MiCase Information Systems

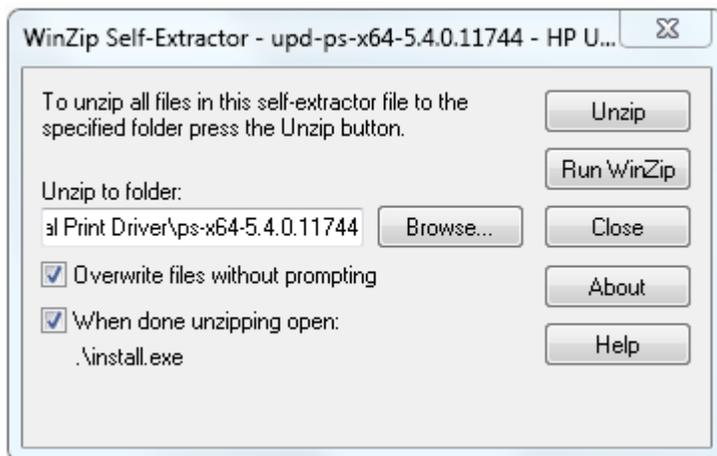
On the district's MiCase network drive, locate the driver files to be installed, in the <drive>:\HP Windows 7 folder (ex: K:\HP Windows 7). If the files are not found on the district's MiCase network drive, they may be found on the R: drive and sent to the district via WebEx file transfer, Basecamp Files, etc. The files are shown in the screen below:



For a 32 bit system, select *upd-ps-x32-5.4.0.11744 - HP Universal Print Driver 32 bit.exe* and double-click on the file to begin the installation.

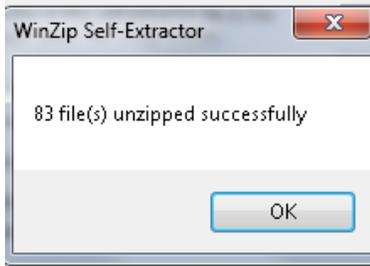
For a 64 bit system, select *upd-ps-x64-5.4.0.11744 - HP Universal Print Driver 64 bit.exe* and double-click on the file to begin the installation.

The system will display a screen similar to the following:



Select *Unzip*.

The system should display a screen similar to the one shown below. The number of files may be different, depending on the driver being installed.



Click *OK* and the system will display a screen asking:

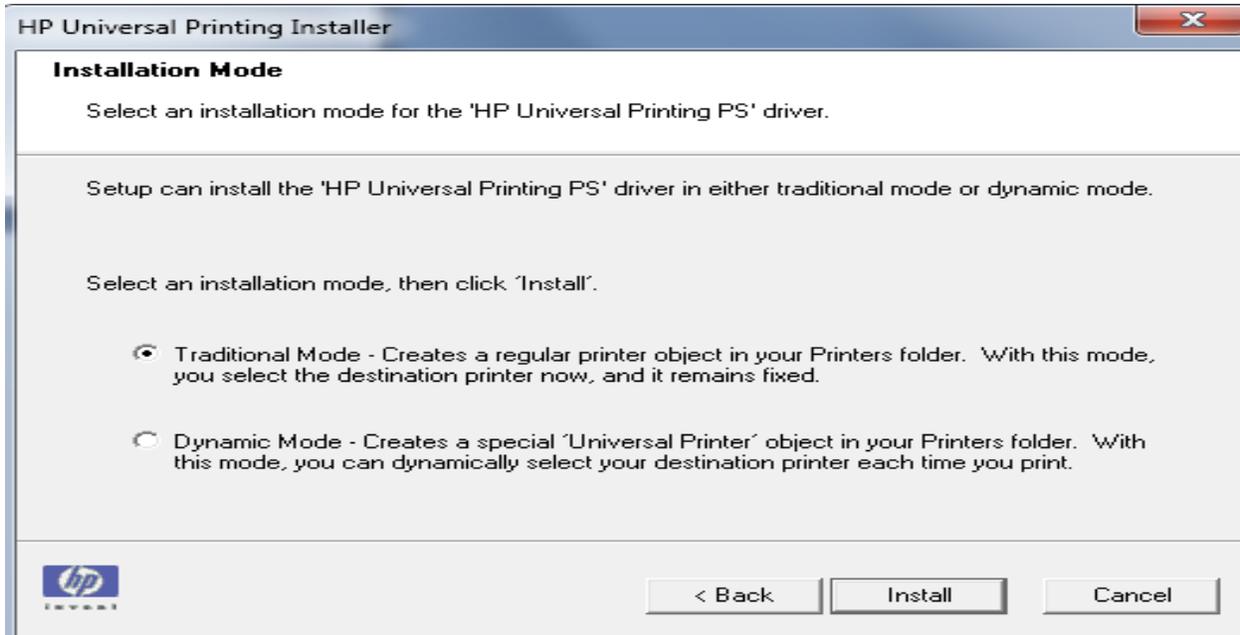
*Do you want to allow the following program to makes changes to your computer?
Reply Yes.*

The system will display the screen:



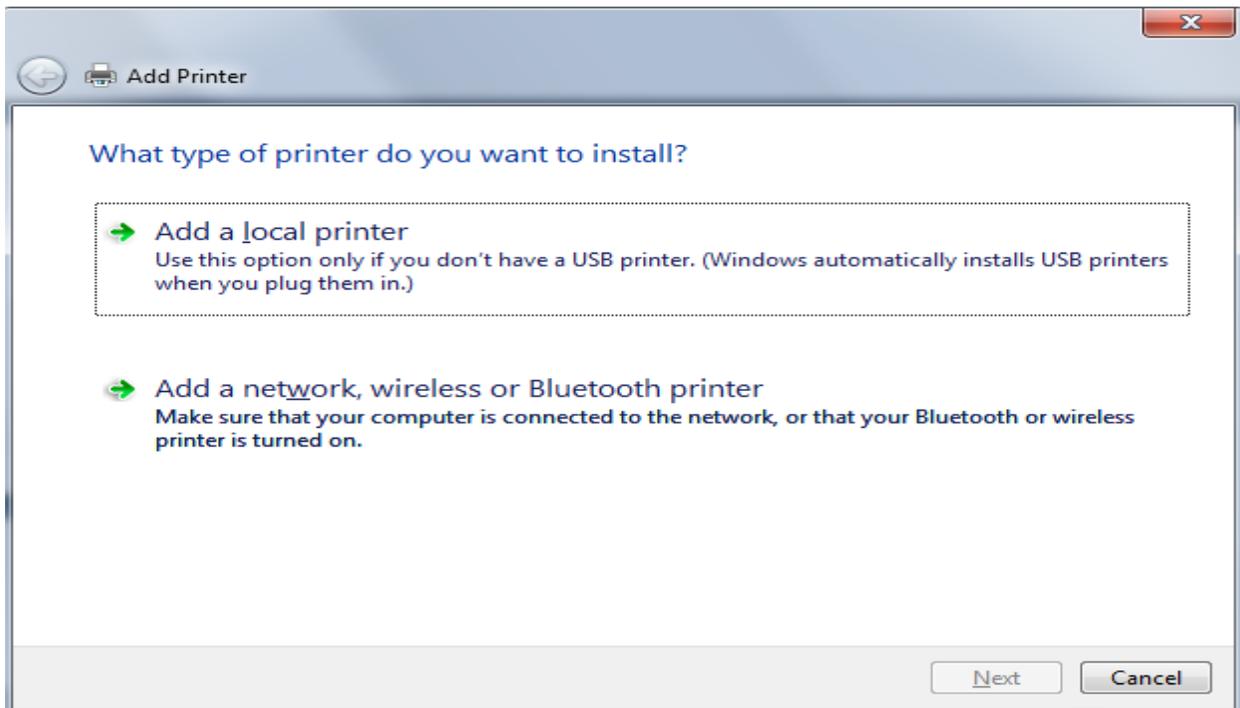
Click *Yes* to begin the Setup Wizard.

The system will display the following screen:



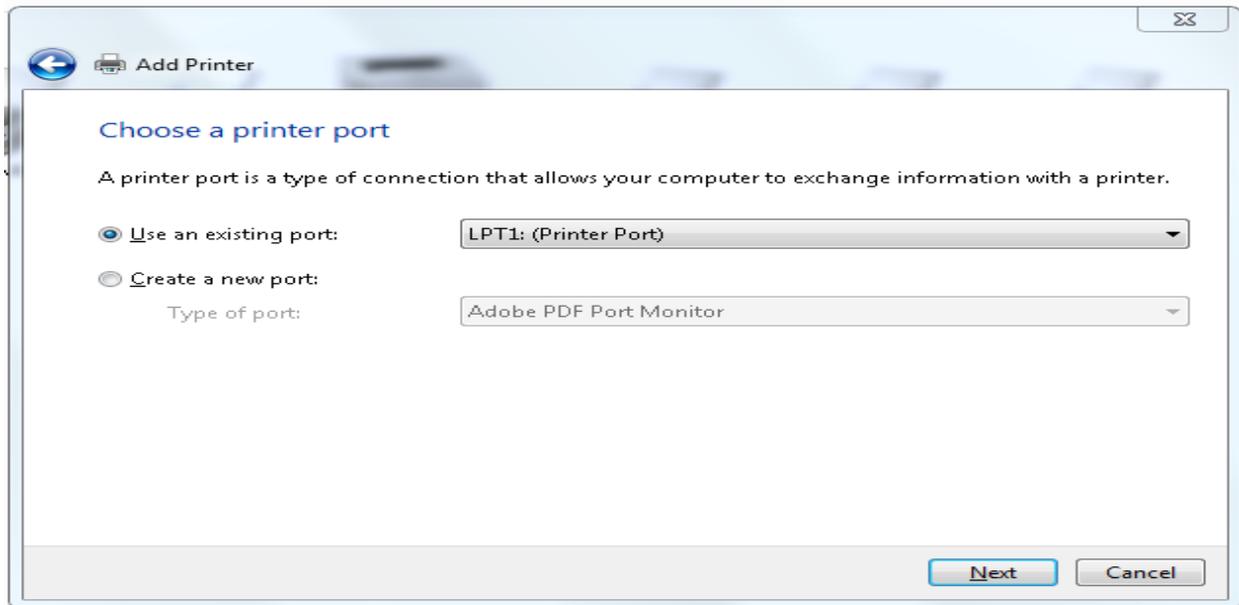
Select *Traditional Mode* and click on *Install*.

The next screen to appear will be:



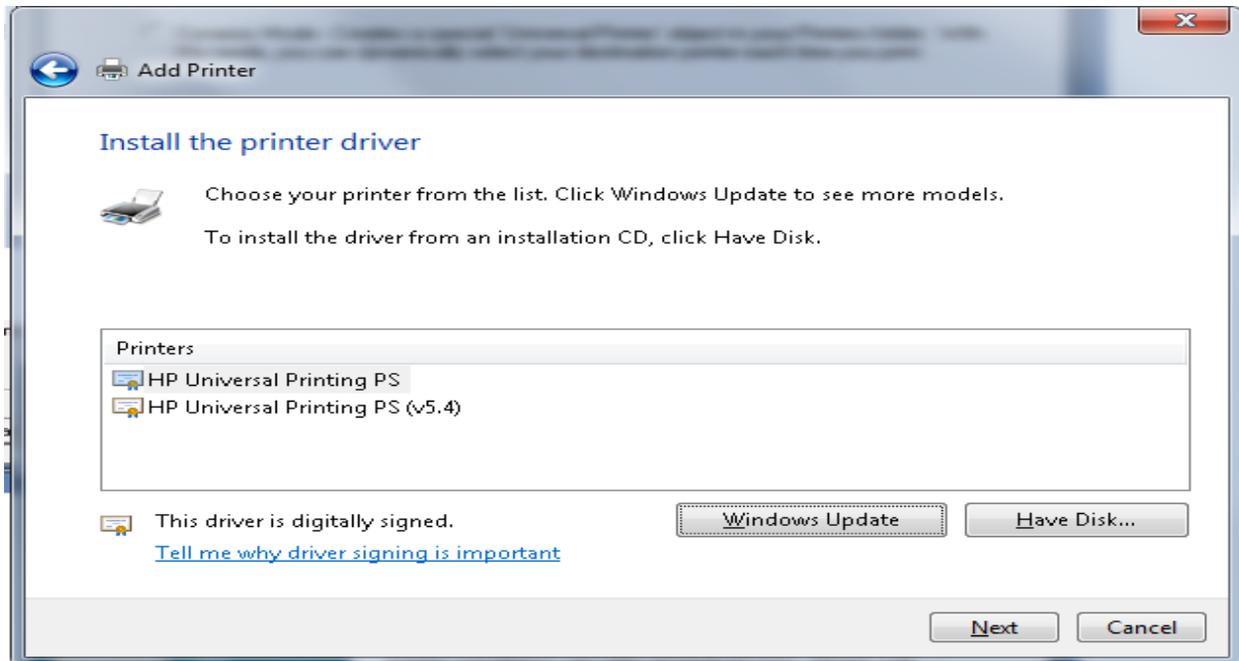
Select *Add a local printer* and click on *Next*. Note that the system may proceed to the next screen as soon as you click on *Add a local printer* and will not require you to click on *Next*.

The system will display the screen below:



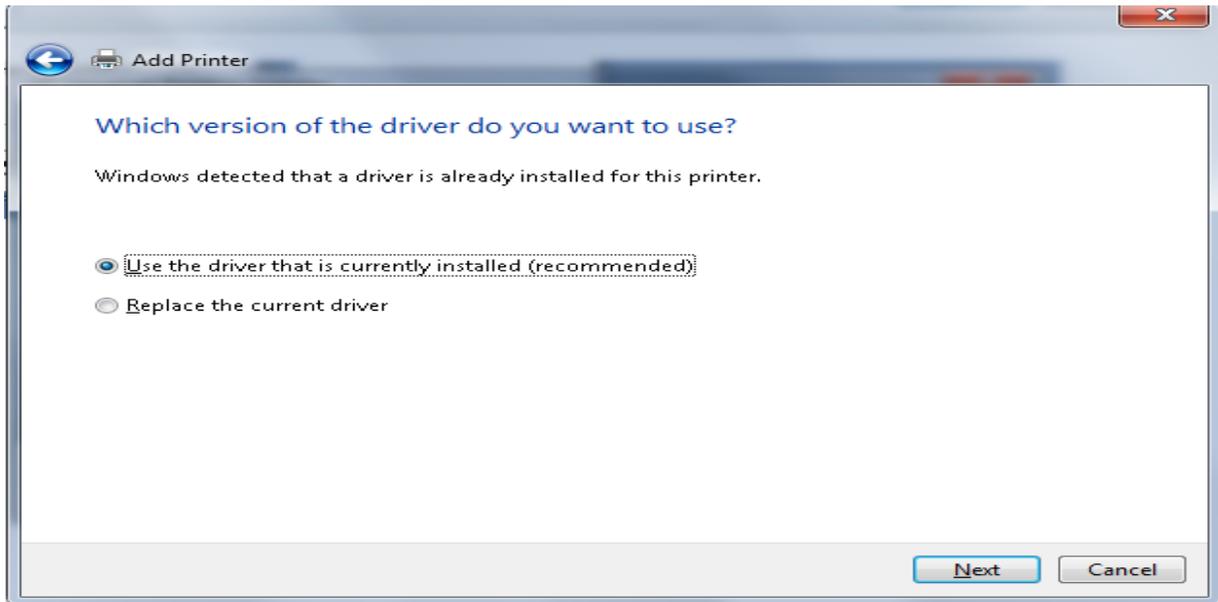
Select *Use an existing port: LPT1: (Printer Port)* and click *Next*.

The system will display the following screen:



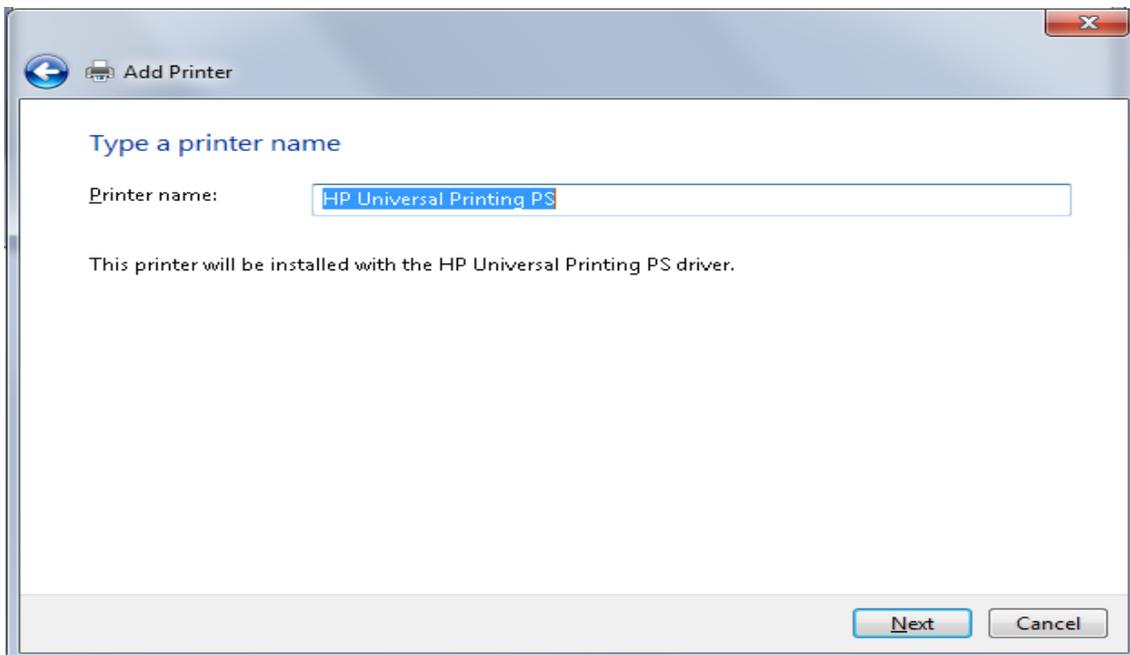
Click on *HP Universal Printing PS* to select, and then click on *Next*.

The system will display the following screen:



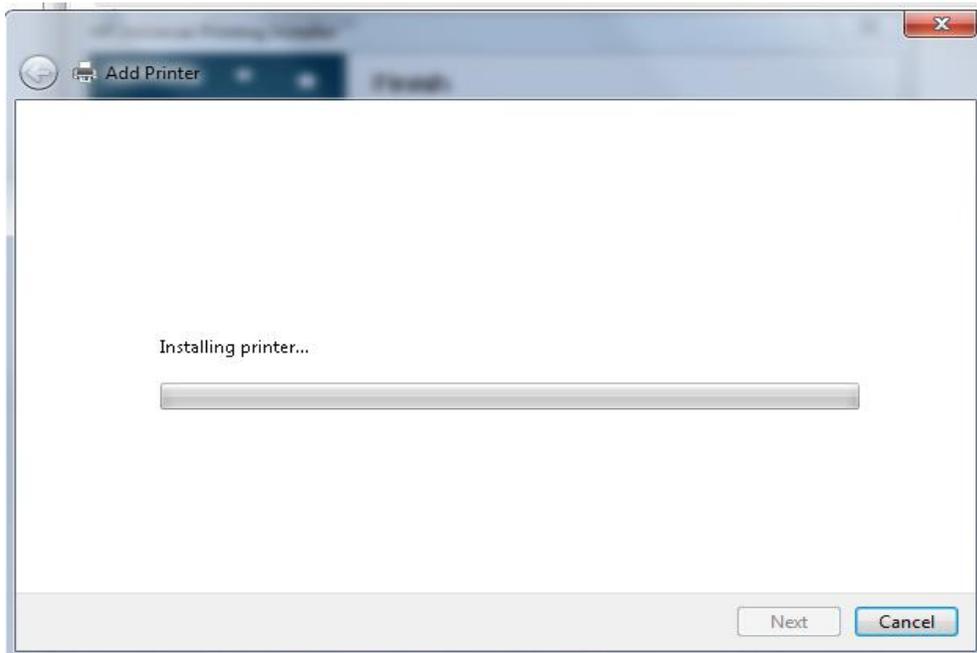
Select *Use the driver that is currently installed (recommended)* and click on *Next*.

The system will display the following screen:

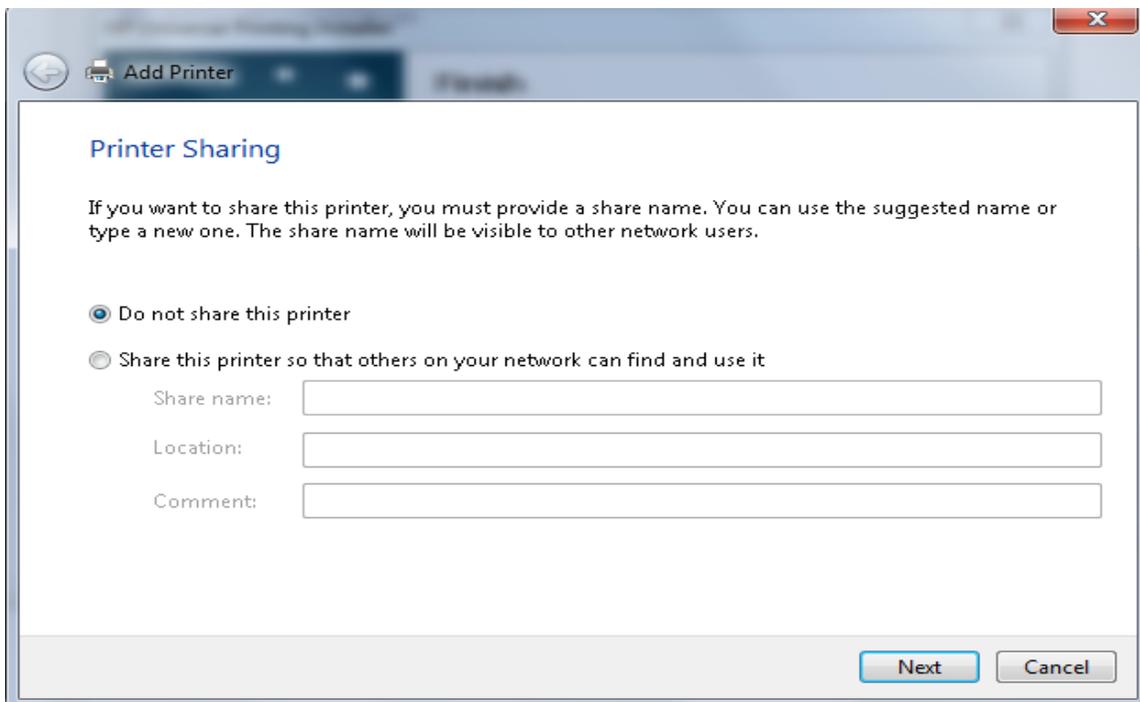


In the *Printer name:* field, enter KRESA Central and click on *Next* to continue. Note that these instructions must be followed twice, with the name HP KRESA Central entered the second time.

The system will display the following screen:

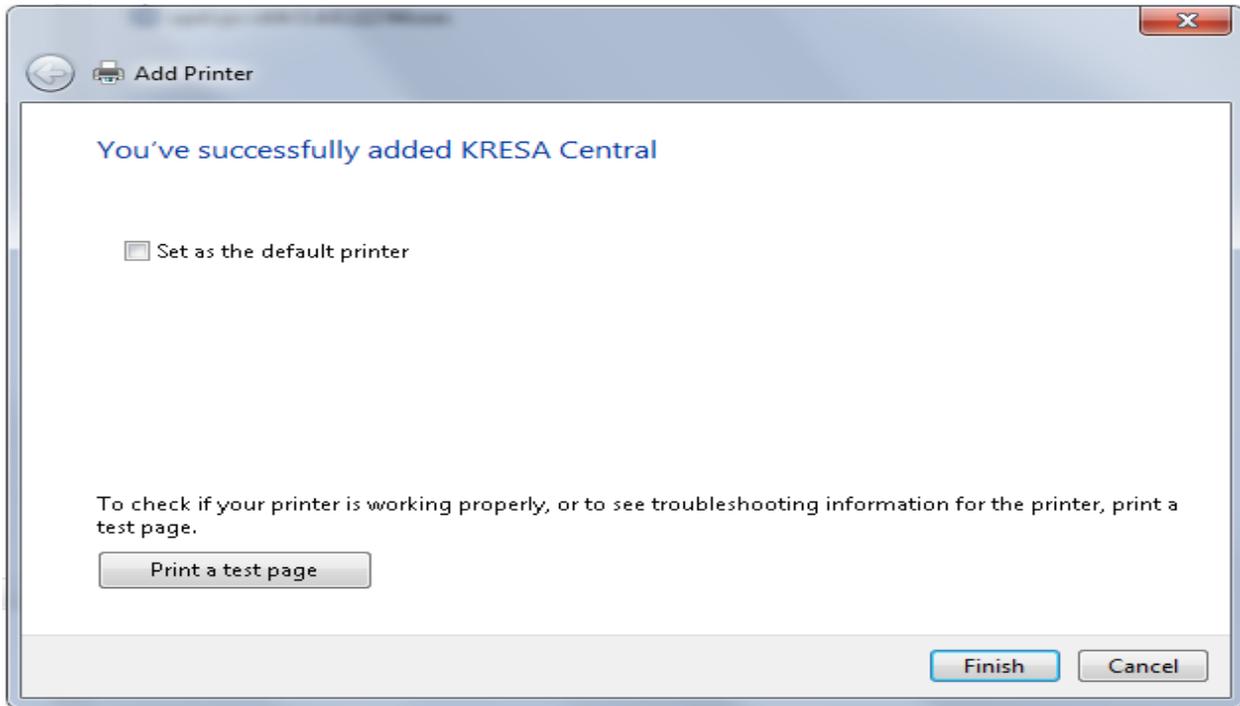


Then, the system will display the screen:



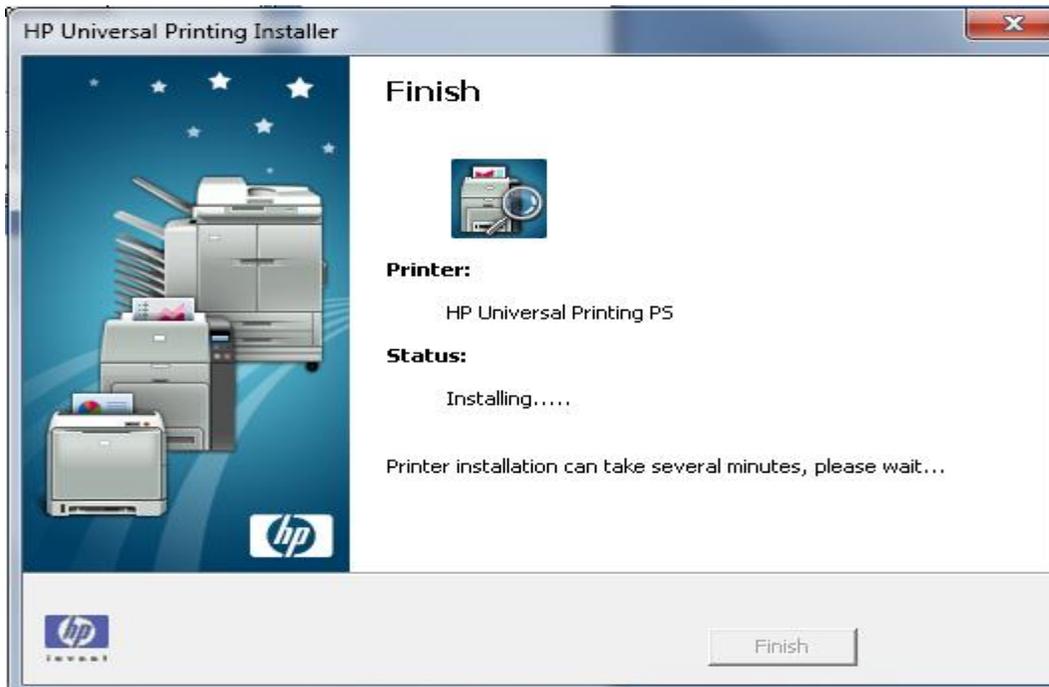
Select *Do not share this printer* and click on *Next*.

The system will display the following screen. The *Set as the default printer* should be un-checked:

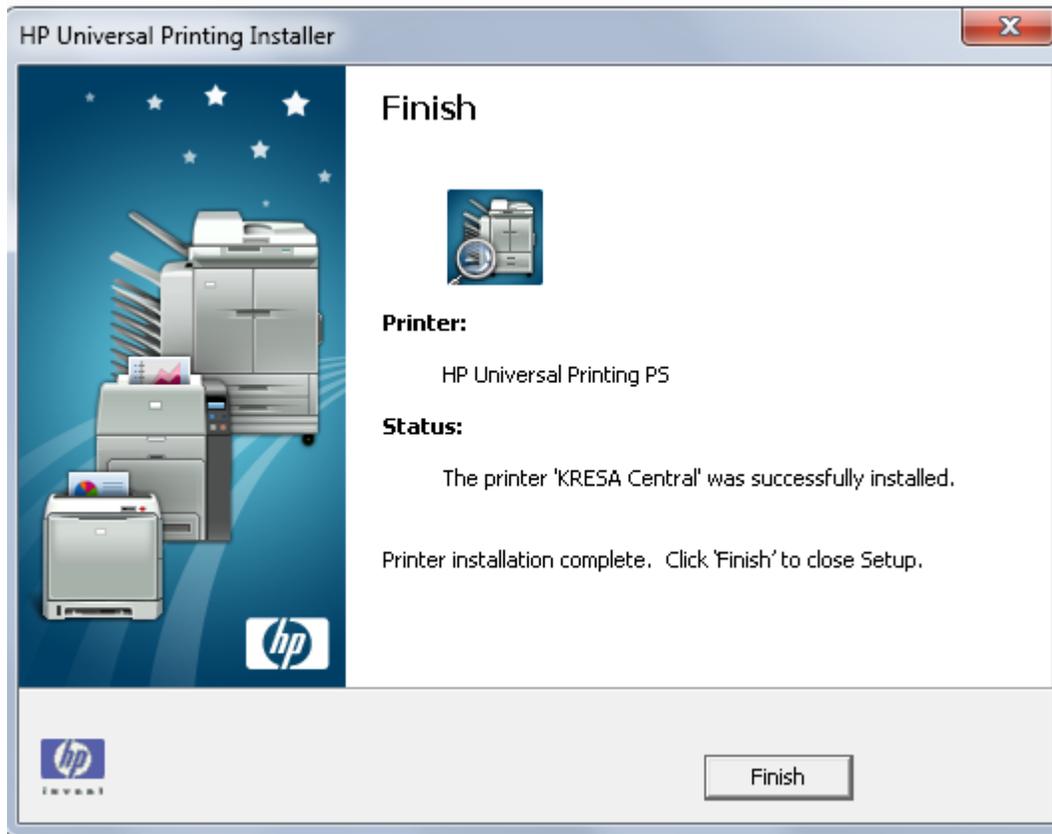


If necessary, un-check the *Set as the default printer* then click on *Finish* to complete the installation.

The system will display the following screen:



Finally, the system will display the screen below:



Click on *Finish* and the installation will be complete.

Note that if multiple printer installations are done using the same printer driver, Windows 7 combines the names of printers with the same printer driver into one icon in the *Devices and Drivers* screen. If you right click on the printer and select *Printer Properties*, all names appear, as shown below. You may choose the printer name you wish to modify.

