How to Install the New ICS Office Printer (DELL 7330dn Printer) for Windows Vista Pro

Note: The printer can only be accessed from your office network connection.

1. Login to an account with administrator privileges.

2. Click on the Start Menu ➔ Control Panel.
3. In the Control Panel computer window, under Hardware and Sound, click Printer

4. Right click on an open area where the list of the printers are located and click Add Printer
5. At the *Choose a local or network printer* screen, Click **Add a local printer**.

![Image of Add Printer dialog]

6. At the *Choose a printer port* screen, dot **Create a New Port** and click on the drop-down menu to change the *Type of port* to **Standard TCP/IP Port** and click **Next**.

![Image of Choose a printer port dialog]
7. At the *Type a printer hostname or IP address* screen, click on the drop-down menu to change the *Device type* to **TCP/IP Device** and for *Hostname or IP address*, type in **128.171.10.20**. Leave the Port Name alone. Uncheck **Query the printer and automatically select the driver to use** and click **Next**.

8. At the *Install the printer driver* screen, and firmly click on **Windows Update** button.
All the buttons will turn gray while the update is in progress. When this happens, please wait for all the buttons to be active again.

When the printer update is complete, the buttons will become active as shown below:
9. Once all the buttons are active, on the left side under *Manufacturer*, scroll down and select **DELL** (make sure it is the one in all capital letters).

10. On the right side under *Printers*, scroll down and select **Dell 7330dn PS** and click **Next**.
11. At the *Type a printer name* screen, for the *Printer Name*, choose a name for the printer (ex. Dell Office Printer). Also check *set as the default printer* if you would like to make this printer your default printer and click *Next*.

The following is an example:
Please wait for the printer to finish installing.

12. At the Printer Sharing screen, click Next. Leave settings alone.
13. At the *You've successfully added printer name (ex. Dell Office Printer)* screen, firmly click **Finish**. **DO NOT** click Finish button twice. There will be a delay as the printer settings are finished.

14. In the *Printers* window, the new printer should appear in the list.
15. Right click on the printer name and click on Printing Preferences.

16. Under 2-Sided Printing, change to 2-Sided Print and then click More Status.
17. At the Status Monitor – (printer name) screen, click Status Monitor and then click Do Not Notify Me.

18. After you have finished step 17, click on the X (close button) at the upper right hand corner of the dialog box.
19. After you have finished step 18, at the *(printer name)* Printing Preferences screen, click **Apply** and then click **OK**