Creating an ACITS LPR Remote Printer

1. Click on the Start Menu, select **Settings**, and then select **Printers**.
2. Double click on **Add Printer**. The **Add Printer Wizard** leads you through the installation process of setting up and configuring a printer.

3. Add a **Local printer** and select the appropriate printer driver for the **ACITS LPR Remote Printer** you are installing.
4. Select **LPT1:** for the printer port or an **ACITS LPR Remote Printer** if you have already created a remote printer.
5. Type name for printer. The name can be anything you find convenient to remember.
6. Click on the **NO** radio button when prompted about **Printing a Test Page**, then click on the **Finish** button to install any required printer drivers and create the printer.
7. Next, right click on the newly created printer icon in the **Printers Folder** and select **Properties**.
8. If you plan to use the **Send client generated banner page** you may want to fill in the printer’s **Comment** box. You may want to include enough information to help you identify which computer the job was sent from. This information will be included on banner pages generated by **ACITS LPR Remote Printing**.
9. Click on the **Details** menu tab then on the **Add Port** button. Click the **Other** radio button and select **ACITS LPR Remote Printing**.

10. Fill out the printer information. If you are unsure about some of the settings either click on the **Help** button or consult your Network Administrator. Click the **OK** button when you are finished. You may create up to **32** different **ACITS LPR Remote Printing** printer entries.
11. Next, click on the Spool Settings button. Make sure the Spool print jobs so program finishes printing faster radio button is selected and then select the Start printing after last page is spooled radio button.

12. In the Spool data format combo-box, make sure the data format of the printer output is set to RAW.

13. Also make sure that the Disable bi-directional support for this printer radio button is selected. This option is greyed out or missing for some printers.

14. Click on the OK button to return to the Properties dialog and then click OK to save your printer settings. The printer is now configured for ACITS LPR Remote Printing.