How To: Add a Network Printer

Windows XP

1. Click Start, then Printer and Faxes. Note: If Printer and Faxes does not appear in the Start menu, click Control Panel.

My Documents		
Administrator Internet Internet Explorer E-mail Microsoft Office Outlook Image: Strain S	Wy Documents My Recent Documents My Pictures My Music My Computer My Control Panel Set Program Access and Defaults Connect To Connect To Pinters and Faxes	
All Programs	Help and Support Show Show Rearch Compared Run Log Off O Shut Down	vs installed printers a
🍠 Start 🛛 🕑 🏉 ڬ 🔤 🐁	Document1 - Microsoft	

2. Click Add Printer.



3. On the Welcome to Add Printer Wizard, click **Next**.

Printer Wizard	
ocal or Network Printer The wizard needs to know which type	of printer to set up.
Select the option that describes the prir	nter you want to use:
Local printer attached to this computed to the computer of the second	uter
Automatically detect and install	my Plug and Play printer
A network printer, or a printer attach	hed to another computer
To set up a network printer that use the "Local printer" option.	at is not attached to a print server,
	<back next=""> Cancel</back>

4. Click "Create a new port" and select "Standard TCP/IP Port" from the drop-down menu. Then, click Next; and Next again.

Add Printer Wizard
Select a Printer Port Computers communicate with printers through ports.
Select the port you want your printer to use. If the port is not listed, you can create a new port.
C Use the following port: LPT1: (Recommended Printer Port)
Note: Most computers use the LPT1: port to communicate with a local printer. The connector for this port should look something like this:
<u>C</u> reate a new port:
Type of port: Adobe PDF Port
Adobe PDF Port
Local Port Microsoft Document Imaging Writer Monitor
Standard TCP/IP Port

5. Enter your printer's **IP Address** (172.16.xx.xx) in the the Printer Name or IP Address text box. Port Name does not need to be changed. Click **Next**. Then, click **Finish**.

Add Standard TCP/IP Printer Port Wizard					
Add Port For which device do you want i					
Enter the Printer Name or IP ad	dress, and a port name for the desired device.				
Printer Name or IP <u>A</u> ddress:	192.168.107.201				
Port Name:	IP_192.168.107.201				
	< <u>B</u> ack <u>N</u> ext >	Cancel			

6. (A) Select your printer Manufacturer and Model. Click Next and go to Step 8.
(B) If your printer is not listed, the drivers must be downloaded from the Manufacturer website. After downloading and extracting the drivers, click Have Disk.

Add Printer Wizard					
Install Printer Software The manufacturer and model determine which printer software to use.					
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.					
Manufacturer Printers Fuijtsu HP QuietJet Plus GCC HP QuietJet Plus Generic HP QuietJet (2225 C-D) Gestetner HP LaserJet 4250 PS IBM Image: Construction of the second state of					
< <u>B</u> ack <u>N</u> ext > Cancel					

7. Click **Browse** and go to the drivers which were downloaded in Step 6. The .inf file should automatically be selected when you reach the correct folder. Click **Open**, then **OK**.

Locate File			? ×
Look <u>i</u> n:	🖗 HP_P2050 (0	D:) 💽 🚱 📂 🖽 🕶	
My Recent Documents Desktop My Documents My Computer	Arabic Catalan Dansk Deutsch Eesti English Espanol Francais Italiano Latviski Lietuviskai Norsk Portugues	setup Suomi Svenska util ZWF vautorun hppaew13 hppcp613	
My Network Places	File <u>n</u> ame: Files of <u>type</u> :	hppdp613 Setup Information (*.inf)	<u>O</u> pen Cancel

8. Select your printer. Click Next.

Add Printer Wizard	
Add Printer Wizard The manufacturer and model determine which	h printer software to use.
Select the manufacturer and model of your disk, click Have Disk. If your printer is not l compatible printer.	r printer. If your printer came with an installation listed, consult your printer documentation for a
Printers	
This driver is digitally signed. <u>Tell me why driver signing is important</u>	<u>W</u> indows Update <u>H</u> ave Disk
	< <u>B</u> ack <u>Next</u> > Cancel

9. Enter printer name and/or select as default printer if you wish. Click **Next**, **Next**, and **Finish**.

Add Printer Wizard
Name Your Printer You must assign a name to this printer.
Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.
Printer name: HP LaserJet P2050 Series PCL 6
Do you want to use this printer as the default printer?
⊙ Yes
⊂ N <u>o</u>
< <u>B</u> ack <u>N</u> ext > Cancel

10. The drivers will be copied and your printer will appear in the Printers and Faxes.



Mac OS X

1. Click the Apple icon. Then click System Preferences.



2. Click Print & Fax under the Hardware heading.

	System Preferences					
Show All					Q	
.			0	101		
Desktop & Screen Saver	Dock	Exposé & Spaces	International	Security	Spotlight	
6			8			0
CDs & DVDs	Displays	Energy Saver	Keyboard & Mouse	Trackpad	Print & Fax	Sound
	Show All Desktop & Screen Saver	Show All Desktop & Screen Saver CDs & DVDs Displays	Show All Desktop & Dock Exposé & Screen Saver CDs & DVDs Displays Energy Saver	Show All System Preferences Show All Image: Space state	Show All System Preferences Show All Image: System Preferences Desktop & Screen Saver Dock Screen Saver Dock Screen Saver Displays Image: Space Saver Image: Space Saver Screen Saver Displays Image: Space Saver Displays Image: Saver Saver State Saver	System Preferences Show All Show All Image: CDs & DVDs Image: CDs & DVDs

3. Click add (+).

000	P	Print & Fax		
Show All			٩	
Click + to add a printer or fax		No Printer Selected		
+ -				
	Default Printer:	Last Printer Used	\$	
Default Paper Siz	e in Page Setup:	US Letter	\$	
Click the lock to prevent i	further changes.			0

4. Click **IP**. Enter the printer's **IP address** into the Address box.

Protocol can be left on **Line Printer Daemon – LPD**. If there are issues with printing, try using HP Jetdirect – Socket. Name and Location may be changed to your preference. Print Using will automatically be set to your printer if your OS version has the drivers. Otherwise, Generic PostScript Printer will be selected, which works for most, if not all, printers. Click Add. *Note: Generic PostScript Printer may not show all, if any, features of your printer.

ault Fax	IP Windows Bluetooth AppleTalk More Printers	Q. Search
D		
Protocol	HP Jetdirect - Socket	•
Address:	172.16.	
	Valid and complete address.	
Oueue:		
	Leave blank for default queue.	
Name: Location:	172.16.	
Print Using	√ HP LaserJet 4200 Series	1
	HP LaserJet 4200 - Gutenprint v5.1.3	
	Auto Select	
	Generic PostScript Printer	
	Select a driver to use	

	0	12	•	\rightarrow			C
Default Fax	IP	Windows	Bluetooth	AppleTalk	More Printers	Q	Search
Protoc	ol ✓ Lin Hi	ternet Prin ne Printer 9 Jetdirect	nting Proto Daemon – Socket	ocol – IPP – LP <mark>D</mark>			
Addres	S: Ente	r host nam	e or IP addr	ess.			

*Note: In some cases, the Mac OS may not be able to detect your printer model. You may go to Select a driver to use and search for your printer model.

Location:		
Print Using:	Select a driver to use	\$
	Q laserjet	8
	HP Color LaserJet 2500 - Gutenprint v5.1.3	<u> </u>
	HP Color LaserJet 2500 v3010.107	
	HP Color LaserJet 2550 Series	
	HP Color LaserJet 2605	
	HP Color LaserJet 2700	A
	HP Color LaserJet 2800 Series	¥.
	(Add

5. Print a test page. Select your printer and click Open Print Queue.

0 0	Print & Fax	
Show All		۹.
Printers 172.16. • ide 172.16. • ide • ide, Default	172.16.9.200	
	Location: Kind: HP LaserJet 4200 Series Status: Idle, Default	
	Open Print Queue Opt	ions & Supplies
+ -		
	Default Printer: 172.16.9.200	\$
Default Paper Siz	e in Page Setup: US Letter	÷
Click the lock to prevent	further changes.	0

6. With the print queue open, click **Printer** then select **Print Test Page**.

172.10	Euit	Printer Jobs	window	пер
Celete Hold Resume Pause		Hide Toolbar Customize Toolbar		
		Make Default Supply Levels Printer Utility	: 米D s	C Supply Levels
		Print Test Pa	qe	
		Network Diag Log & Histor	gnostics /	
		Pause Printer		
Status Name	_	Show Printer	List ജL	When Completed

Q: Want to see or use all printer features?

A: You will need to install the printer PPD from the manufacturer website. After installing the PPD, your printer will appear when you choose to select a driver.

Q: I installed the PPD after adding the printer, do I need to re-add the printer? A: No, you can go to Options & Supplies and go to the drivers tab.