

Adding a Printer with an IP address

If you can obtain the IP address from a label on the front or back of your printer, these steps will assist you in adding to your printer list:

1. Click Start then Printers and Faxes
2. On the left, click Add a printer
3. When the "Add Printer Wizard" opens, click Next
4. Keep it on "Local printer attached to this computer" and click Next
5. Choose Create a new port, then select Standard TCP/IP Port from the drop down menu, then click Next
6. Another wizard will open; click Next
7. Type in the IP address (i.e. 10.102.24.124) found on the label on your printer and give a specific Port name (i.e. Room 13 LaserJet printer); click Next
8. If the "Completing the Add Standard..." dialog box appears, click Finish
9. In the next box, select the "Manufacturer and Printer Model" (found on your printer). Many classroom printers are "HP" and "hp LaserJet 1300 PS" from the lists. *Make sure you choose the "PS" printer. Then click Next
10. "Keep the existing driver (recommended)," click Next
11. Be specific when naming your printer (Rm 13 LaserJet), decide if this is your default printer (select Yes or No) and click Next
12. "Do not share this printer" and click Next
13. "Do you want to print a test page?" Select Yes and click Next
14. Complete the Wizard pressing Ok and Finish when prompted.

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