IP Printing with Windows

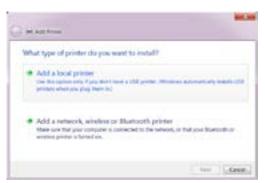
Software: Windows 7 Platform: PC

Overview

Before you can use a networked printer, you need to enter some information so your computer can find it.

Process

- 1. From the Start menu select Devices & Printers.
- Click Add a printer in the toolbar of the Devices & Printers window
- 3. Click **Next** to launch the *Add Printer Wizard*.

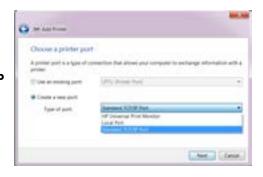


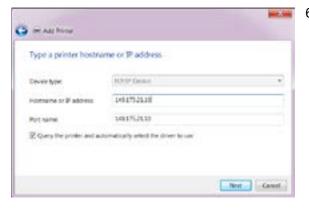


4. Select Add a local printer. Click Next.

 Select the second option, Create a new port. To set the Type of Port, click the pull-down menu and choose Standard TCP/IP Port. Click Next.

Find the IP address of your printer by looking for printed tape on the top or front of the printer. If you can't find a number formatted 149.175.x.x call the Help Deks at 7225.





 Make sure that Device type is set to TCP/ IP Device. Type the IP address of the printer into the Hostname or IP Address field. The Port Name field will auto-fill as you type the IP address. Click Next.

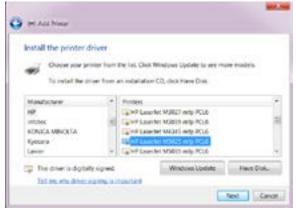
You may enter a more descriptive name into the Port Name field, such as *Back Office Printer*, but it's not be necessary. (Get the IP address for your printer by calling the Help Desk at x7225.)

7. To choose the appropriate driver. Select the manufacturer in the left column and then find the printer model on the right. Click **Next**.

If prompted, choose Keep Existing Driver. Click Next.

 Enter a name for your printer. This name will be used to identify the printer in the Printers and Faxes window and the Print dialogs in all of your programs.
If you would like this printer to be your default printer, select Yes, otherwise select No. Click Next.





If you do not see the driver for your printer, you can download it from the manufacturer's website. Call the Help Desk, x7225, if you need assistance.



 You will have the opportunity to print a test page to make sure everything behaves as expected. If you choose not to print a test page, or when your test is complete, click Finish.

Your new printer connection is ready to use.

