## Printing at MIT –

Go to Start>Printers and Faxes and the following screen will appear:



Click on add printer and the following screen will appear:



Click on next and the following screen will appear:

Select local printer attached to this computer and remove check from automatically detect and install my plug and play printer, see below.

Add Printer Wizard
Local or Network Printer The wizard needs to know which type of printer to set up.
Select the option that describes the printer you want to use:
Local printer attached to this computer
Automatically detect and install my Plug and Play printer
O A network printer, or a printer attached to another computer
To set up a network printer that is not attached to a print server, use the "Local printer" option.
< Back Next > Cancel

Then, click on next and the following screen will appear: Click on Create a new port. Type of port = Standard TCP/IP Port.

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.		
O Use the following port: LPT1: (Recommended Printer Port)		
Note: Most compute's use the LPT1: port to communicate with a local printer. The connector for this port should look something like this:		
Create a new port:		
Type of port: Standard TCP/IP Port		
< Back Nexi > Cancel		

Click on next and the following screen will appear:



Click on next and the following screen will appear:

From the table below, please select the correct IP Address for your location and type it in the Printer Name or IP Address box as shown below:

ROOM NUMBER	PRINTER NAME	PRINTER IP ADDRESS	Printer Model
66-240	PAZ	18.63.4.37	HP Laserjet 4100N
66-244	BORGES1	18.63.4.36	HP Laserjet 4100N
66-252	SAAVEDRA	18.63.4.38	HP Laserjet 4100DTN
66-253	M66253-HP	18.63.4.238	HP Laserjet 4200DTN
66-253	M66253-HP2	18.63.2.104	HP Laserjet 4100DTN

Add Standard TCP/IP Printer P	ort Wizard 🛛 🔀
<b>Add Port</b> For which device do you want t	o add a port?
Enter the Printer Name cr IP add	dress, and a port name for the desired device.
Printer Name or IP Address:	18.63.4.37
Port Name:	IP_18.63.4.37
	< Back Nex! > Cancel

Click next and the following screen will appear:

Click finish and the following screen will appear:

Add Standard TCP/IP Prin	ter Port Wiza	ırd	$\mathbf{X}$
	Completing the Add Standard TCP/IP Printer Port Wizard		
	You have select SNMP: Protocol: Device: Port Name: Adapter Type: To complete th	Yes RAW, Port 9100 18.63.4.37 IP_18.63.4.37 Hewlett Packard Jet Direct	
		< Back Finish Cancel	

Please refer to the table above for the correct Printer Model. Manufacturer = HP, Please select the Postscript Printer Driver (PS) ONLY Printers = HP LaserJet 4100 Series PS for Rooms 240, 244 & 252, Printers PAZ, BORGES1 and SAAVEDRA.

Printers = HP Laserjet 4200 Series PS for Room 253, Printer M66253-HP. Go to <u>http://web.mit.edu/cheme/resources/cheme\_comp.html</u> to download the postscript printer driver for M66253-HP.

Add Printer Wizard			
Install Printer Software The manufacturer and model	dete	ermine which printer software to use.	I
Select the manufacturer click Have Disk. If your p printer software.	and printe	model of your printer. If your printer came with an installation dis r is not listed, consult your printer documentation for compatible	sk. e
Manufacturer	^	Printers	^
Generic Gestetner HP IBM infotec	~	HP LaserJet 4050 Series PS HP LaserJet 4100 Series PCL HP LaserJet 4100 Series PS HP LaserJet 4100 Series PS	~
This driver is digitally signed <u>Tell me why driver signing is</u>	impo	Windows Update Have Disk	:
		<back next=""> Canc</back>	el

Click on next and the following screen will appear:

Type in the name of your printer.

Please refer to the table above for printer names.

Do you want to use this printer as the default printer, choose yes if it is the primary printer. If the printer is used for backup purposes choose no.

Add Printer Wizard	
Name Your Printer You must assign a name to this printer.	Ì
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.	
PAZ	
Do you want to use this printer as the default printer? ● Yes ● No	
< Back Next> Canc	el

Click on next and the following screen will appear:

Do you want to print a test page? Choose YES to make sure it is working correctly.

Add Printer Wizard
Print Test Page To confirm that the printer is installed properly, you can print a test page.
Do you want to print a test page?
Yes
◯ No
< Back Next > Cancel

Click on next and the following screen will appear:

If the test page printed, click OK. If the test page did not print ok, then delete the printer and run thru setup again.



## If you have already Installed a Printer Port –

If you have already Installed a Printer Port you cannot do this a second time. If you need to reinstall the printer or it did not install correctly you must select "Use the following Port", see below:

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.
⊙ Use the following port: IP_18.63.4.37 (Standard TCP/IP Port)
Note: Most computers use the LPT1: port to communicate with a local printer. The connector for this port should look something like this:
Create a new port: Type of port: Adobe PDF Port
< Back Next > Cancel

Scroll down until you find the correct port you already installed and click on next. Continue installing the printer, please refer to "Printing at MIT".

If you try to add a port that already exists the following error message will appear, see below:

Add Print	ter Wizard
8	Specified port cannot be added. This printer or printer share name already exists. Select another name for the printer.
	ОК