Printing at MIT –

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

![Windows Printer and Faxes](image1.png)

Click on add printer and the following screen will appear:

![Add Printer Wizard](image2.png)
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.

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

<table>
<thead>
<tr>
<th>ROOM NUMBER</th>
<th>PRINTER NAME</th>
<th>PRINTER IP ADDRESS</th>
<th>Printer Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>66-240</td>
<td>PAZ</td>
<td>18.63.4.37</td>
<td>HP Laserjet 4100N</td>
</tr>
<tr>
<td>66-244</td>
<td>BORGES1</td>
<td>18.63.4.36</td>
<td>HP Laserjet 4100N</td>
</tr>
<tr>
<td>66-252</td>
<td>SAAVEDRA</td>
<td>18.63.4.38</td>
<td>HP Laserjet 4100DTN</td>
</tr>
<tr>
<td>66-253</td>
<td>M66253-HP</td>
<td>18.63.4.238</td>
<td>HP Laserjet 4200DTN</td>
</tr>
<tr>
<td>66-253</td>
<td>M66253-HP2</td>
<td>18.63.2.104</td>
<td>HP Laserjet 4100DTN</td>
</tr>
</tbody>
</table>
Click next and the following screen will appear:

Click finish and the following screen will appear:

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 http://web.mit.edu/cheme/resources/cheme_comp.html to download the postscript printer driver for M66253-HP.

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.
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.

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.
A test page is now being sent to the printer. Depending on the speed of your printer, it may take a minute or two before the page is printed.

The test page briefly demonstrates the printer’s ability to print graphics and text, and it provides technical information about the printer driver.

If the test page printed, click OK.
If the test page did not print, click Troubleshoot.
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:

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: