IP PRINTING:
A GUIDE TO INSTALLING AN IP PRINTER

CONFIGURING YOUR LAPTOP FOR IP PRINTING

1. Click on the Start menu, expand the Settings folder and select the Printers option.

2. Under Printer Tasks on the left-hand side of the Printers folder, click on the Add Printer icon.

3. In the Add Printer Wizard window, click Next.

4. Under Local or Network Printer, choose the Local printer option. Make sure to uncheck the Automatically detect and install my Plug and Play printer option. Click Next.

5. Under Select the Printer Port, choose the Create a new port option. From the drop down list, choose the Standard TCP/IP Port option. Click Next.
6. In the **Add Standard TCP/IP Port Printer Wizard**, click **Next**.

7. Under **Add Port**, set the **Printer Name or IP Address** field to the appropriate IP address for the printer you wish to use (*contact LeBow Tech at 215-895-2113 if you do not know this address*). The **Port Name** field will be automatically filled in. Click **Next**.

8. When the port has been added, click **Finish**.

9. Under **Install Printer Software**, choose **HP** from the **Manufacturers** list and **HP LaserJet 1200 Series PS** from the **Printers** list. Click **Next**.
10. Under **Name Your Printer**, set the **Printer name** field to a printer name which you can easily recognize. Click **Next**.

11. Under **Printer Sharing**, make sure the **Do not share this printer** option is selected. Click **Next**.

12. Under **Print Test Page**, answer the question **No**. Click **Next**.

13. Under **Completing the Add Printer Wizard**, click **Finish**.
14. The printer has now been installed and is ready for use.