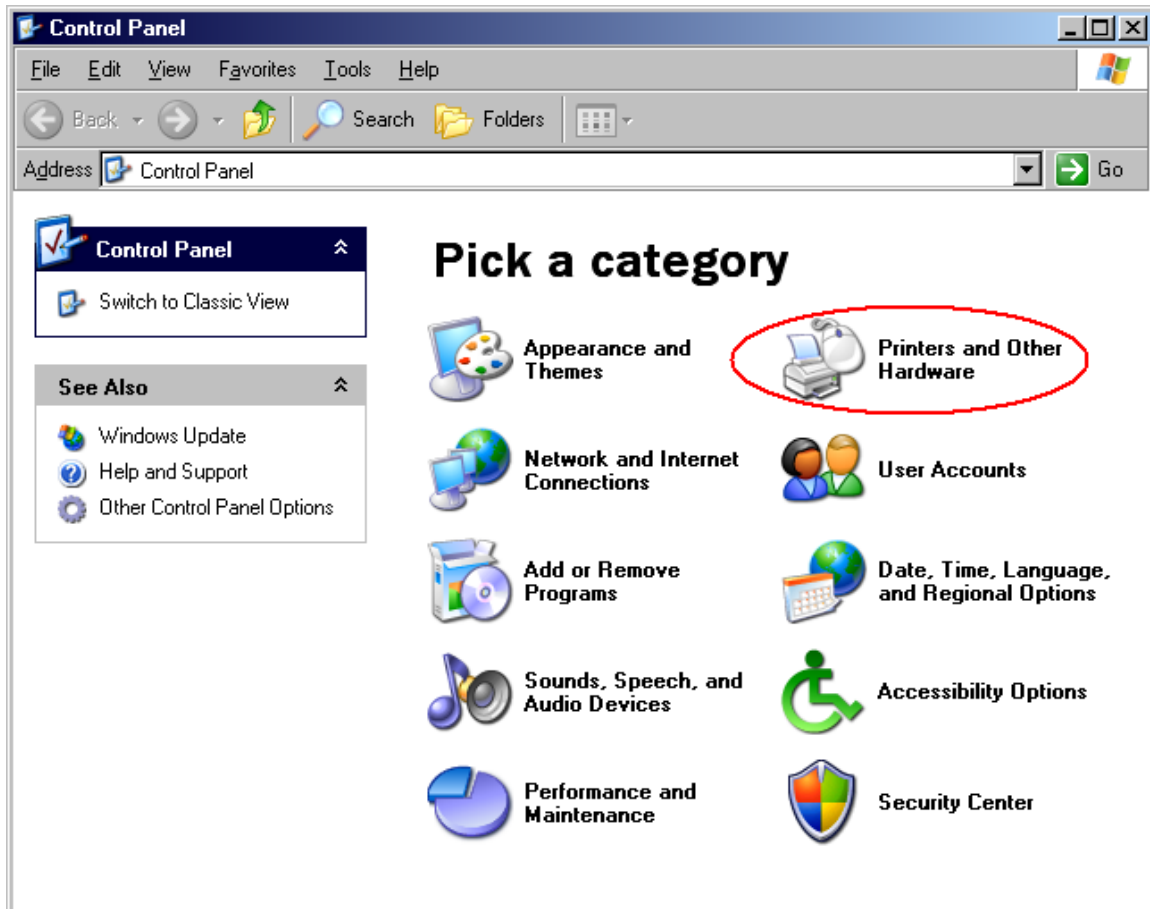


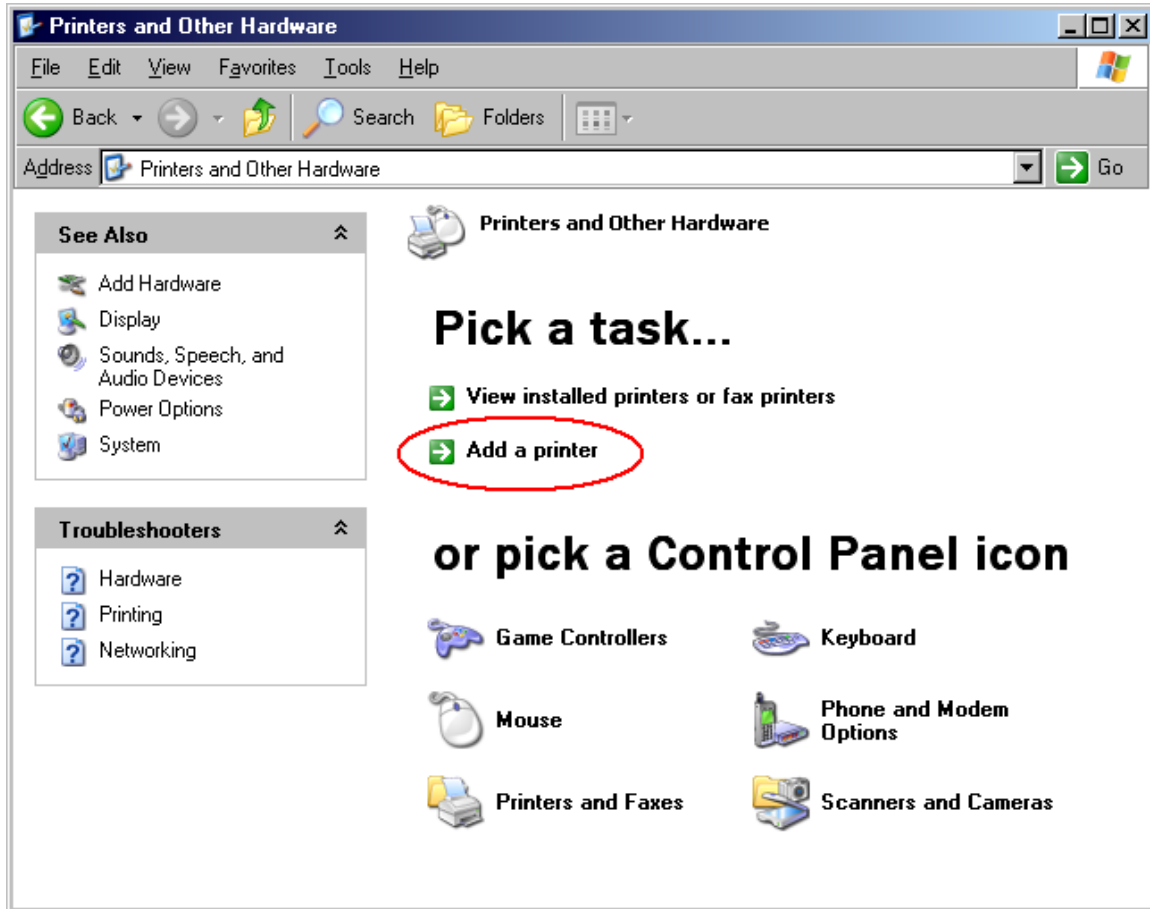
HOW TO SET UP YOUR LAPTOP TO USE THE LIBRARY'S PRINTER

MODEL: HP LaserJet 4100tn
IP ADDRESS: 10.10.10.50
LOCATION: Behind Circulation Desk
COST: \$0.10 per printer page

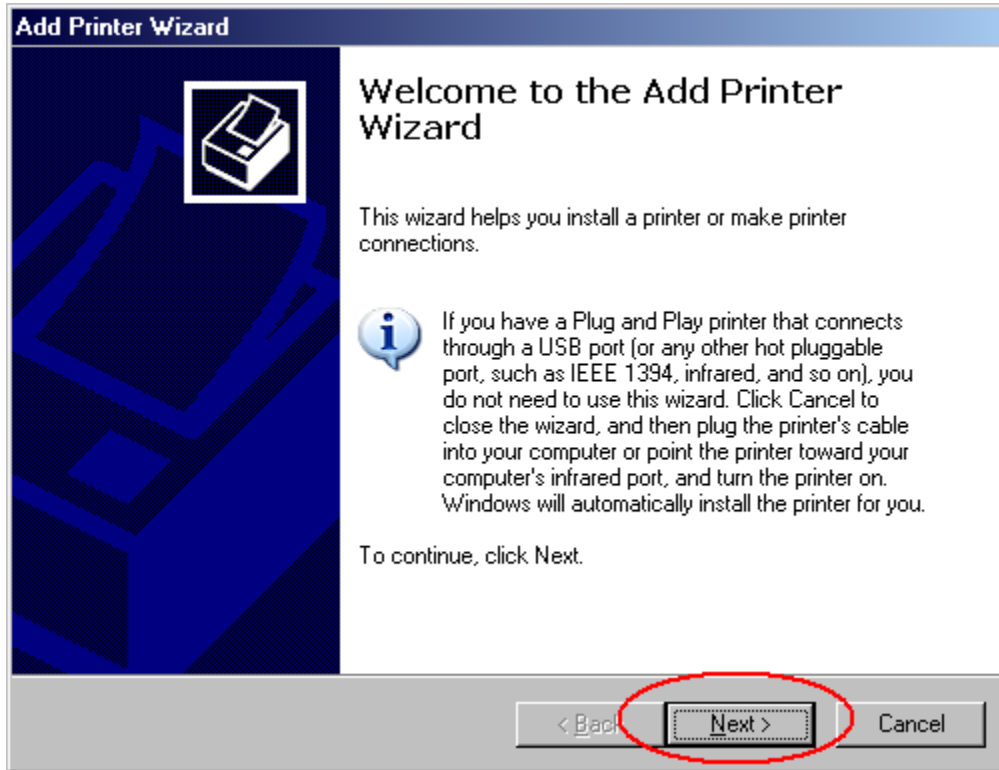
1. Go into the **CONTROL PANEL** from the Start Menu. Click on **PRINTERS and Other Hardware**.



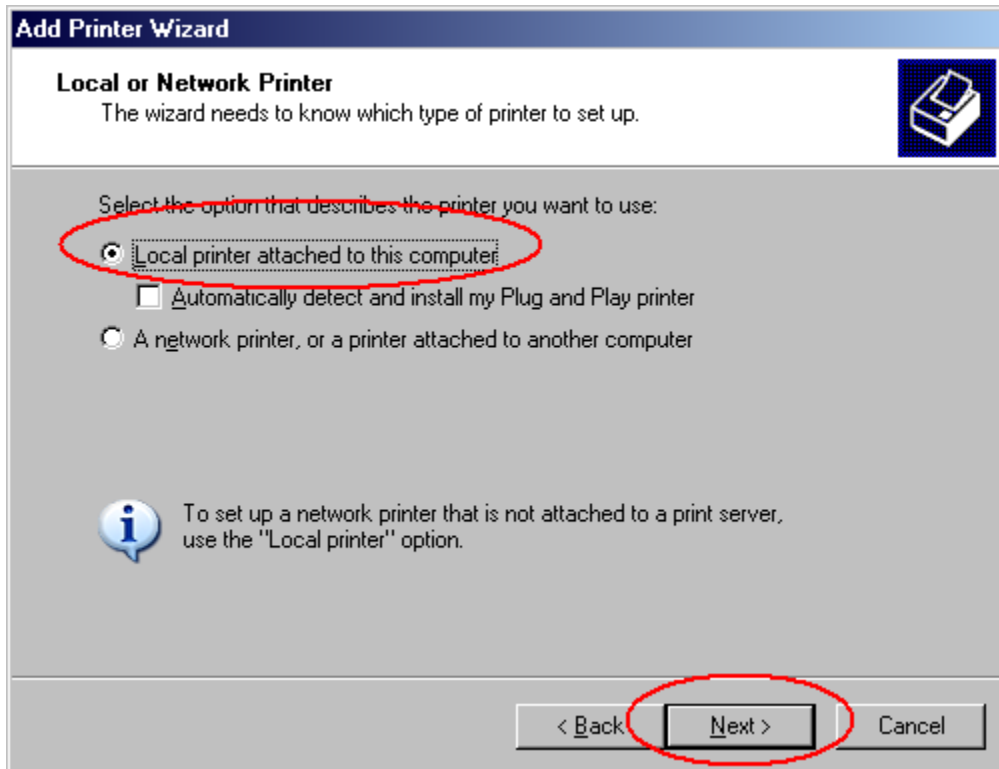
2. Click **ADD A PRINTER**.



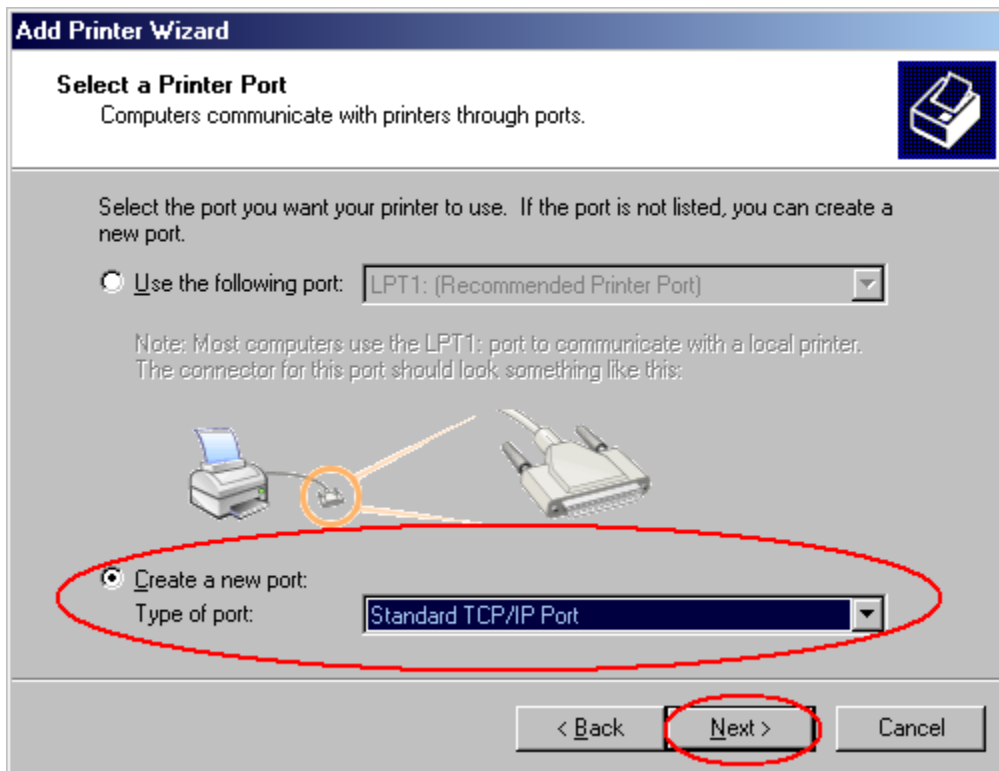
3. Click **NEXT**.



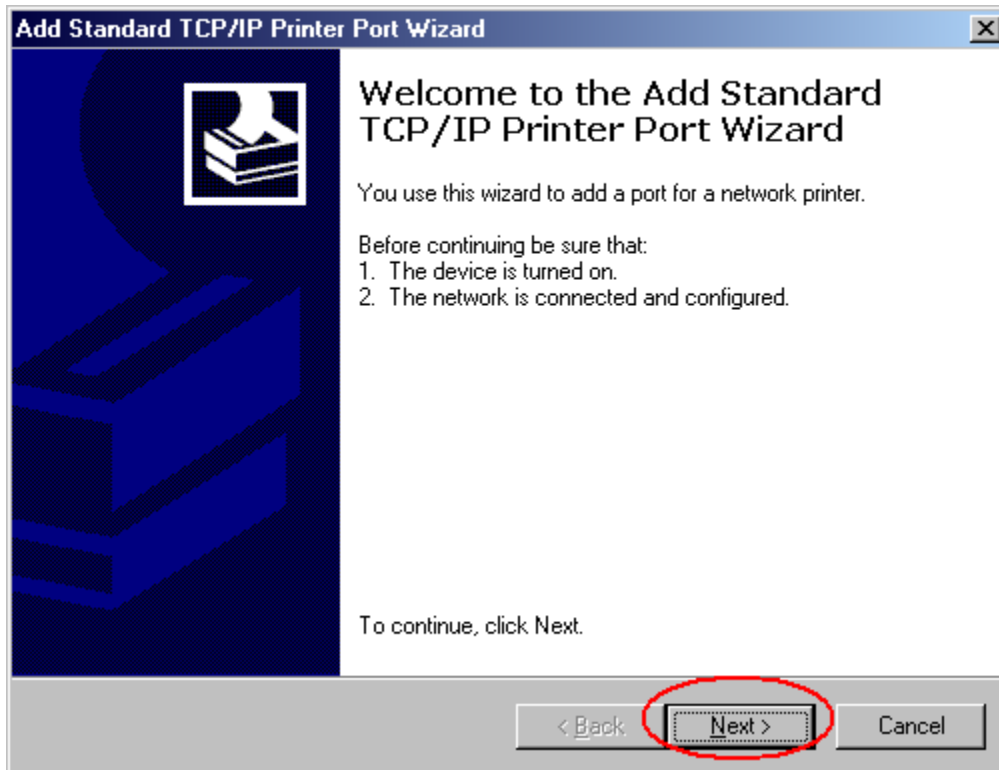
4. Select **LOCAL PRINTER** and remove the check by automatically detect if it's there. Click **NEXT**.



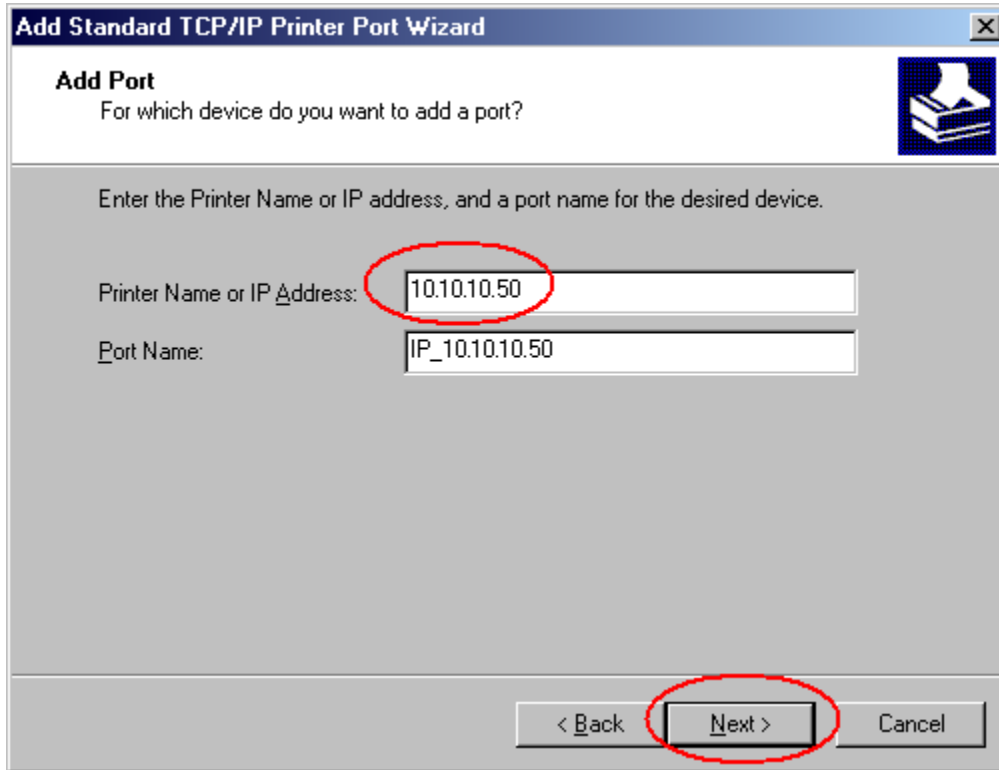
5. Select **CREATE A NEW PORT** and toggle the type of port to **STANDARD TCP/IP PORT**. Click **NEXT**.



6. Click **NEXT**.



7. Enter **10.10.10.50** for the printer address and click **NEXT**.



Add Standard TCP/IP Printer Port Wizard

Add Port
For which device do you want to add a port?

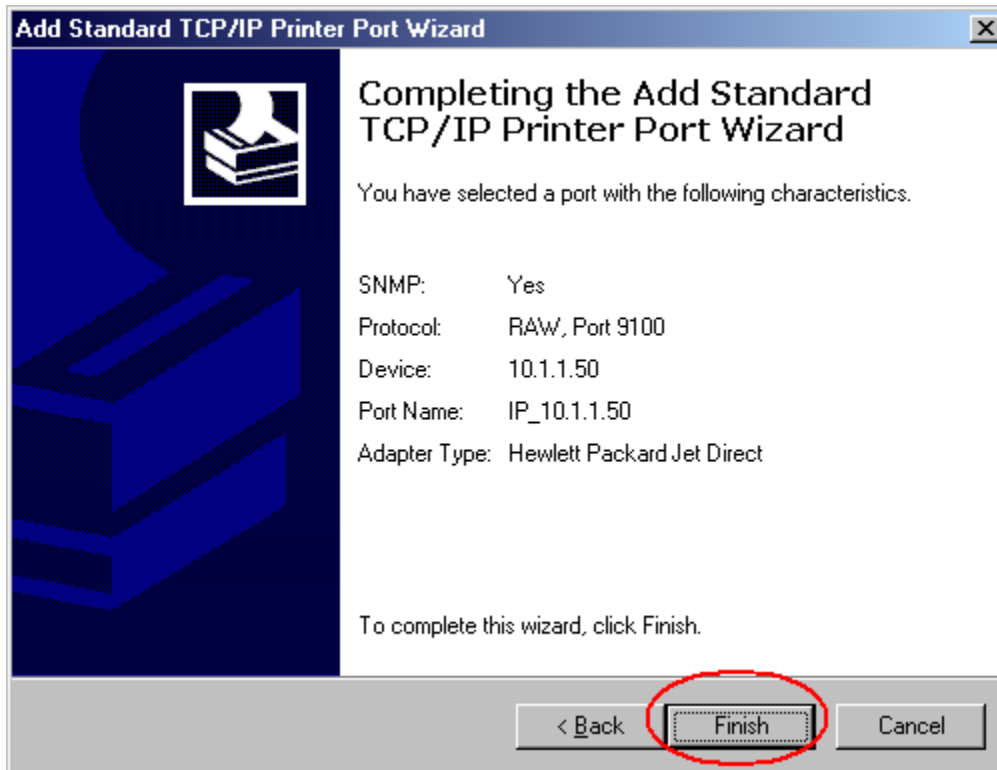
Enter the Printer Name or IP address, and a port name for the desired device.

Printer Name or IP Address: 10.10.10.50

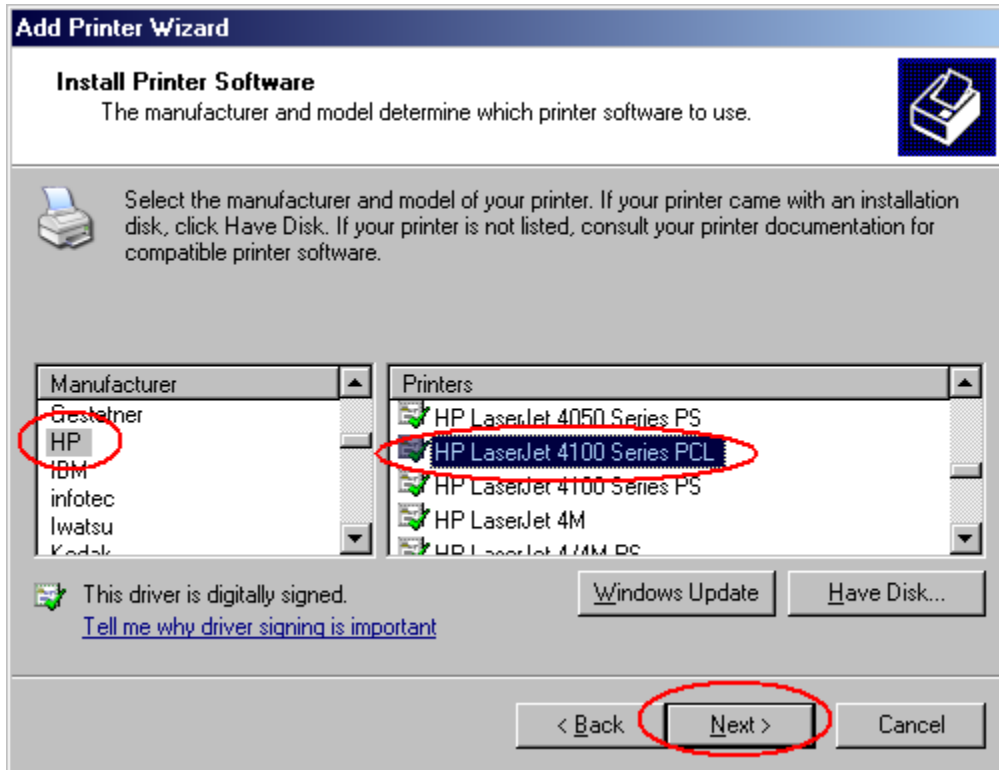
Port Name: IP_10.10.10.50

< Back **Next >** Cancel

8. Click **FINISH**.




9. After the port has been created, you will be prompted to select the appropriate printer driver. The manufacturer is **HP** and the model is **HP LASERJET 4100 SERIES PCL**. Click **NEXT**.



10. Set the printer as the **DEFAULT** printer. Click **NEXT**.

Add Printer Wizard

Name Your Printer
You must assign a name to this printer.



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.

Printer name:

Do you want to use this printer as the default printer?

Yes


No

< Back **Next >** Cancel

11. **DO NOT SHARE** the printer.

Add Printer Wizard

Printer Sharing
You can share this printer with other network users.



If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

Do not share this printer


Share name:

< Back **Next >** Cancel

12. A test page is **NOT NECESSARY**. Click **NEXT**.

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

13. Click **FINISH**.

