



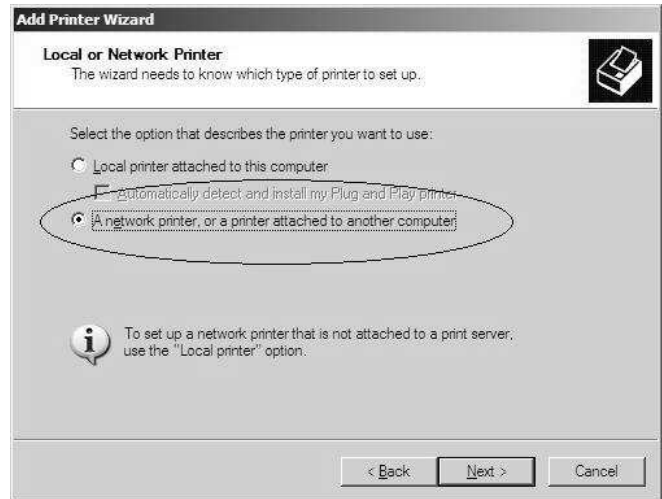
CONNECTHOPE INSTRUCTIONS

Printing to Library Printers with Windows XP (2011)

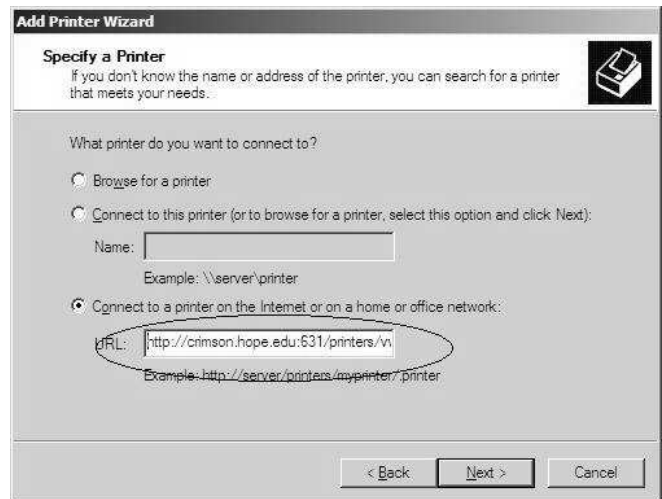
For use with an Ethernet Connection

1. Click **Start**, select **Control Panel**, then **Printers and Other Hardware**, then **Printers and Faxes**.
2. On the left side of the window click **Add Printer**, then click **Next**.

3. Select **A network printer, or a printer attached to another computer**, then click **Next**.



4. Select **Connect to a printer on the Internet or on a home or office network**, then in the box next to **URL:** type the appropriate **Network Address** from the chart below. Click **Next**.



5. On the left side of the window, click **HP**. On the right side, select **HP LaserJet 4000 Series PCL**. Click **Next**.
6. Select whether you want to use this printer as your default. Click **Next**.
7. If a **Printer Sharing** box appears, be sure that **Do not share this printer** is selected, then click **Next**.
8. Click **Finish**.

Location	Network Address
Library 1 st Floor	http://crimson.hope.edu:631/printers/vwlibcat
Library 2nd Floor	http://crimson.hope.edu:631/printers/vwlibmfp