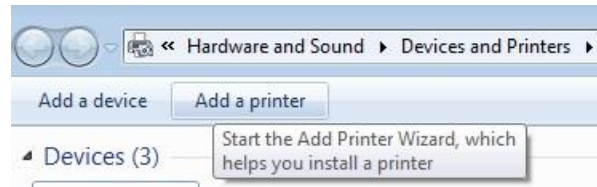


Printing to Lab Printers with Windows 7

1. Click **Start**, select **Devices and Printers**



2. Click **Add a Printer**



3. Select **Add a Local Printer**

What type of printer do you want to install?



4. Choose **Create a New Port** and **Standard TCP/IP Port** from the menu.

Create a new port:

Type of port:

Standard TCP/IP Port

select dropdown

5. Click **Next**

6. In the box "Hostname or IP Address", type the appropriate **Network Name** from the box.

Location	Network Name
College East Apartments	colleat.print.hope.edu
Cook Hall	cook.print.hope.edu
Durfee Hall	durfee.print.hope.edu
Dykstra Hall	dykstra.print.hope.edu
Gilmore Hall	gilmore.print.hope.edu
Kollen Hall	kollen.print.hope.edu
Lichty Hall	lichty.print.hope.edu
Phelps Hall	phelps.print.hope.edu
Scott Hall	scott.print.hope.edu
Van Vleck Hall	vanvleck.print.hope.edu
Voorhees Hall	voorhees.print.hope.edu
Wyckoff Hall	wyckoff.print.hope.edu

Type a printer hostname or IP address

Device type:

Hostname or IP address:

Port name:

Query the printer and automatically select the driver to use

- 7. In the left box scroll down to HP
On the right choose:
HP Laserjet 4100 PCL6

Install the printer driver



Choose your printer from the list. Click Windows Update to see more models.

To install the driver from an installation CD, click Have Disk.

- 8. Click Next

Which version of the driver do you want to use?

Windows detected that a driver is already installed for this printer.

- Use the driver that is currently installed (recommended)

- 9. Click Next

Type a printer name

Printer name:

HP LaserJet 4100 Series PCL6

- 10. Type the name of the printer you just added
(ex/ College East, Kollen, etc.)

You've successfully added HP LaserJet 4100 Series PCL6

- Set as the default printer

You can choose a default printer for home, work, and other places you go. [Set up multiple default printers...](#)

- 11. Check Set as the Default Printer

- 12. Click **Finish**

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

Print a test page

Finish

Cancel