



## CONNECTHOPE INSTRUCTIONS

### Printing to Lab Printers with Windows XP

For use with an Ethernet Connection

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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**.
3. Click **Next**, select **Local printer attached to this computer** and uncheck **Automatically detect and install my Plug and Play printer**, then click **Next**.
4. Select **Create a new port**, then under **Type of port** select **Standard TCP/IP Port**. Click **Next**.
5. Click **Next**.
6. In the box labeled **Printer Name or IP Address**, type the appropriate **Network Name** from the chart below, then click **Next**.
7. Click **Finish**.
8. On the left side of the window, click **HP**. On the right side, select **HP LaserJet 4000 Series PCL**, then click **Next**.
9. In the **Printer name** box, type the name of your residence hall in the top box, then select whether you want to use this printer as your default. Click **Next**.
10. If a **Printer Sharing** box appears, be sure that **Do not share this printer** is selected, then click **Next**.
11. Click **Next** to print a test page.
12. Click **Finish**.

Location	Network Name
College East Apartments	colleast.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
Lichy 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