Adding Printers to Windows 7

IP/hostname

1. Click on the round button with the flag on it in the lower left corner to access the Start menu.

2. Select Devices and Printers.

3. Click Add a printer.

4. Click Add a network, wireless or Bluetooth printer.

5. Click The printer I want isn’t listed.

6. Select Add a printer using a TCP/IP address or hostname, then click Next.
7. Change the Device Type: dropdown to TCP/IP Device, and *uncheck* Query the printer and automatically select the driver to use (if checked).

8. In the Hostname or IP address: field, type the IP Address or Hostname of the printer, as appropriate. Ignore the Port name: field. Then click Next.
   a. Use the Hostname/System Name if the IP Address . . .
      i. Starts with 10 and ends with a number *239 or less*.
      ii. Starts with 172 *anything*.
      iii. Starts with 165 or 192, *and* the name has the format ####A-RXXX-HPYYYY (ie: 0350A-R193-HP2055, 0004A-B3-HP2055, or 0125A-OFC-HP4525)
   b. Otherwise, use the IP Address.

9. In the left column, locate and click on the printer manufacturer (HP, usually). In the right column, locate the driver for the printer model (or, for HP, the HP Universal Printing driver, at the bottom of the list). If it is there, click on it and then click Next and skip to step 10.
   a. If the driver does not exist, click the Have Disk... button.
   b. In the field containing A:\, erase that and type: `\0338abh01`, then click Browse...
c. Double-click on the PrinterDrivers folder, then scroll to find the manufacturer of the printer. (Usually Hewlett-Packard.)

d. Most HP printers will be able to use the Universal Drivers, and that’s what’s recommended. If it doesn’t work, you can either try again and see if there’s a specific driver for that printer, or call the Help Desk. Open down to the folder named 32, then click the Open button – when you’ve got far enough, you’ll return to the Install From Disk dialog. Then click OK.

e. Select the correct driver; if there are two identical except that one shows a vX.X, use that one. Click Next.

f. The next window may ask if you want to Use the driver currently installed, or Replace the current driver – select Use the driver currently installed, then click Next. (If this window doesn’t appear, don’t worry!)

10. Give the printer a name. Usually, it’s good to name the printer for the room it’s in, with its model. (Following that up with a note about how the printer is connected, like here, is optional. IP is used for networked printers, USB for those printers directly connected to the computer.)
11. The computer will now install the printer.

12. If you are asked about sharing the printer, select Do not share this printer. Then click Next.

13. Decide if you want to use this printer as default (automatically print to it) or not and apply click on the checkbox as appropriate. If you want to print a test page to make sure the computer is talking to the printer, click the Print a test page button, then click OK when a small dialog pops up. Then click Finish.