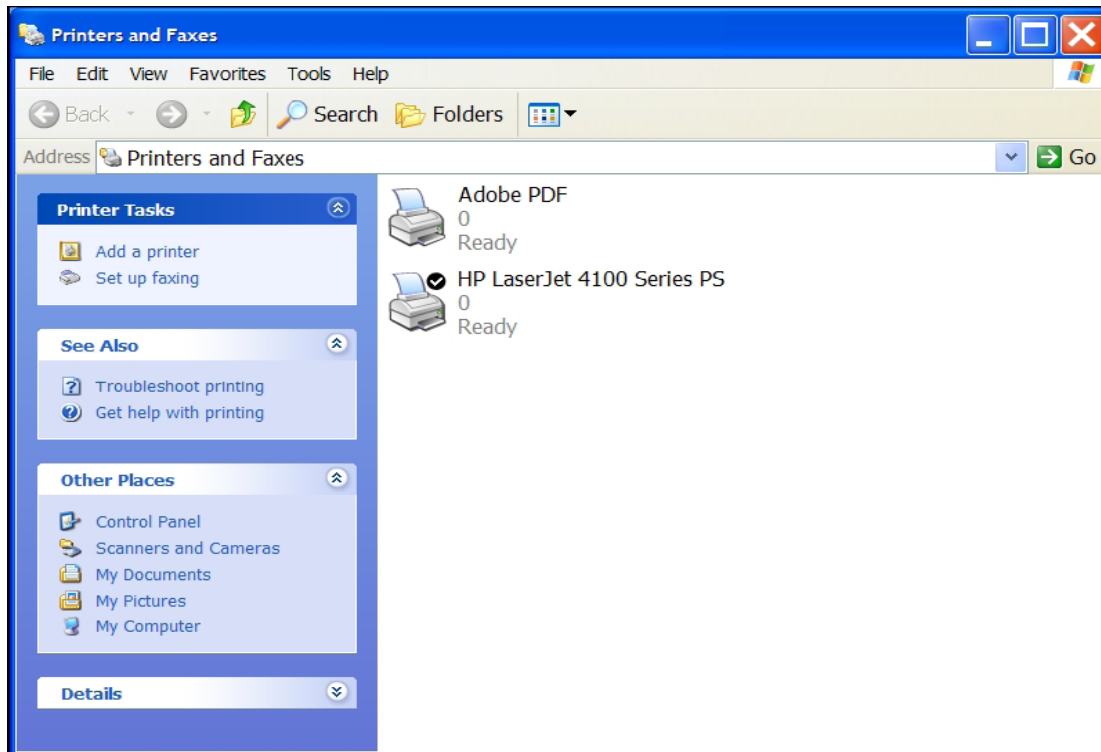


Printing at MIT –

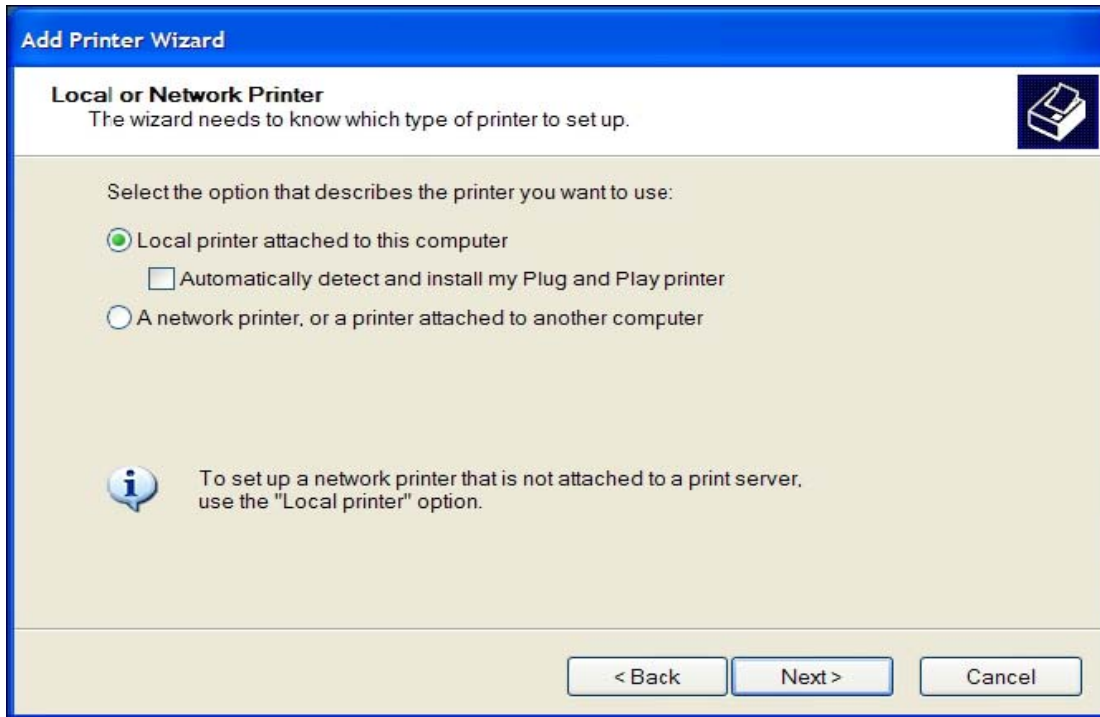
Go to **Start>Printers and Faxes** and the following screen will appear:



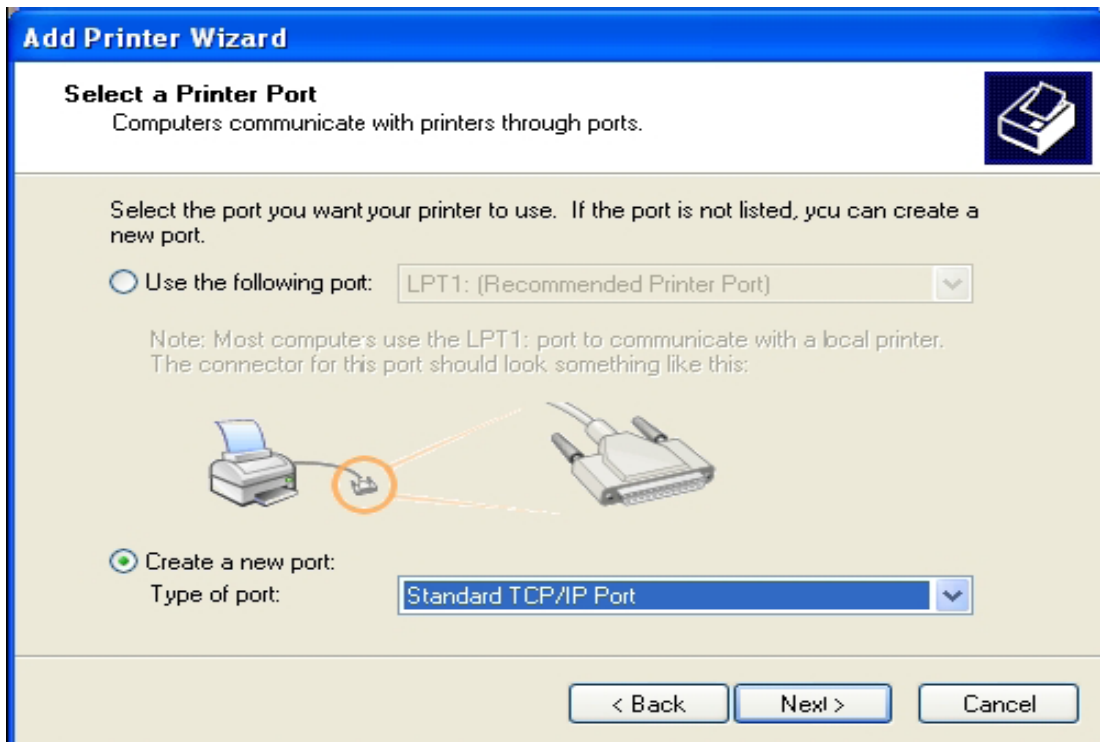
Click on add printer and the following screen will appear:



Click on next and the following screen will appear:
Select local printer attached to this computer and remove check from automatically detect and install my plug and play printer, see below.



Then, click on next and the following screen will appear:
Click on Create a new port. Type of port = Standard TCP/IP Port.



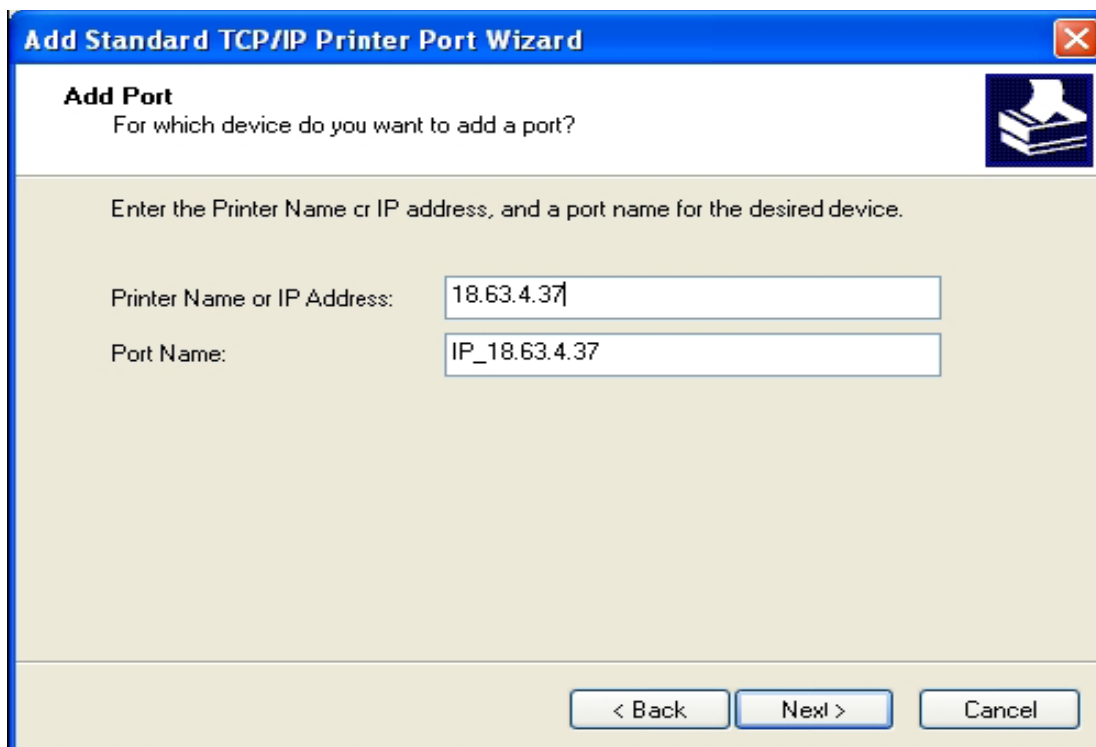
Click on next and the following screen will appear:



Click on next and the following screen will appear:

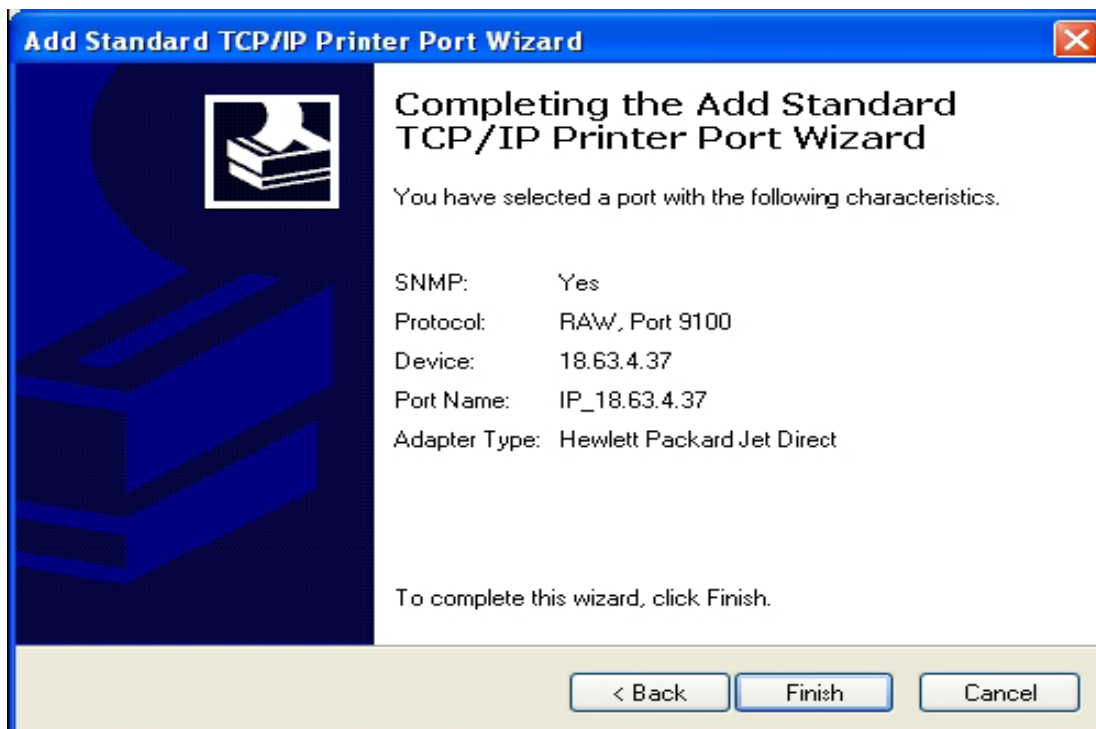
From the table below, please select the correct IP Address for your location and type it in the Printer Name or IP Address box as shown below:

ROOM NUMBER	PRINTER NAME	PRINTER IP ADDRESS	Printer Model
66-240	PAZ	18.63.4.37	HP Laserjet 4100N
66-244	BORGES1	18.63.4.36	HP Laserjet 4100N
66-252	SAAVEDRA	18.63.4.38	HP Laserjet 4100DTN
66-253	M66253-HP	18.63.4.238	HP Laserjet 4200DTN
66-253	M66253-HP2	18.63.2.104	HP Laserjet 4100DTN



Click next and the following screen will appear:

Click finish and the following screen will appear:

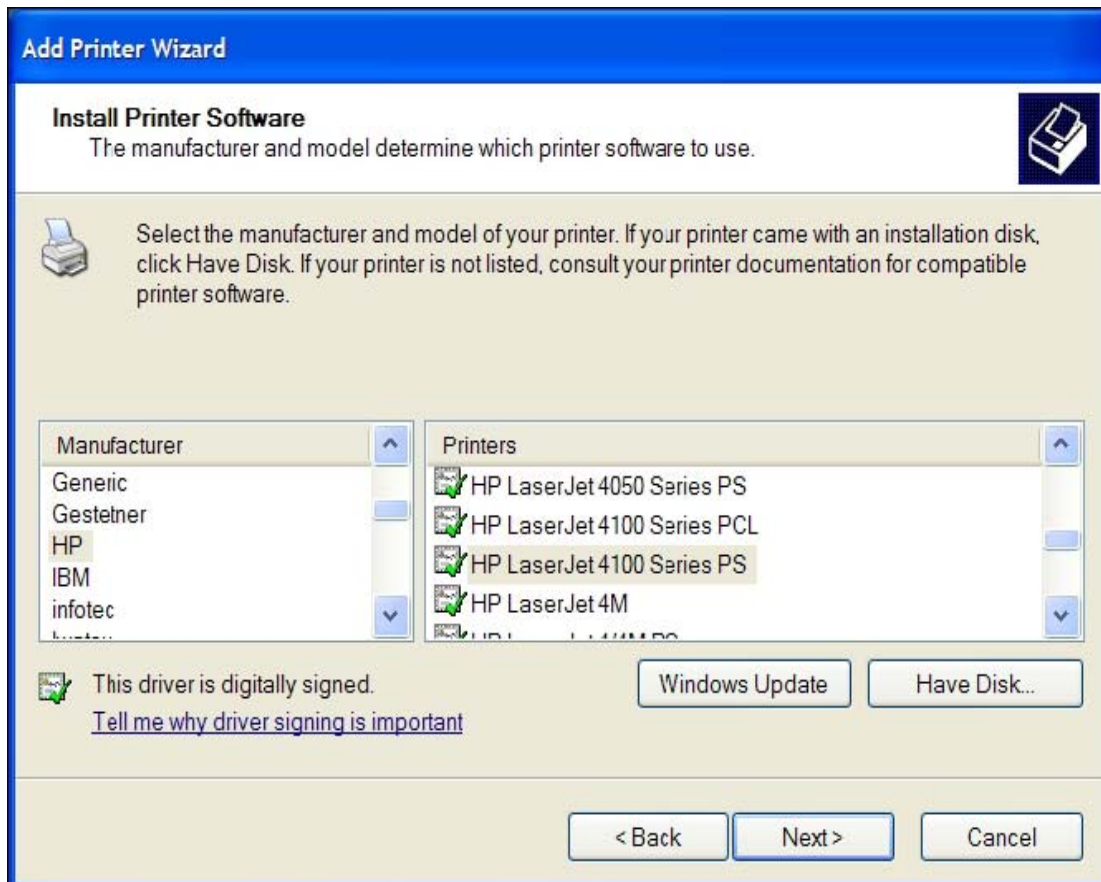


Please refer to the table above for the correct Printer Model.
Manufacturer = HP, Please select the Postscript Printer Driver (PS) ONLY

Printers = HP LaserJet 4100 Series PS for Rooms 240, 244 & 252, Printers PAZ, BORGES1 and SAAVEDRA.

Printers = HP Laserjet 4200 Series PS for Room 253, Printer M66253-HP.

Go to http://web.mit.edu/cheme/resources/cheme_comp.html to download the postscript printer driver for M66253-HP.



Click on next and the following screen will appear:

Type in the name of your printer.

Please refer to the table above for printer names.

Do you want to use this printer as the default printer, choose yes if it is the primary printer. If the printer is used for backup purposes choose no.

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

Click on next and the following screen will appear:
Do you want to print a test page? Choose YES to make sure it is working correctly.

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

Click on next and the following screen will appear:
If the test page printed, click OK. If the test page did not print ok, then delete the printer and run thru setup again.

PAZ

A test page is now being sent to the printer. Depending on the speed of your printer, it may take a minute or two before the page is printed.

The test page briefly demonstrates the printer's ability to print graphics and text, and it provides technical information about the printer driver.

If the test page printed, click OK.

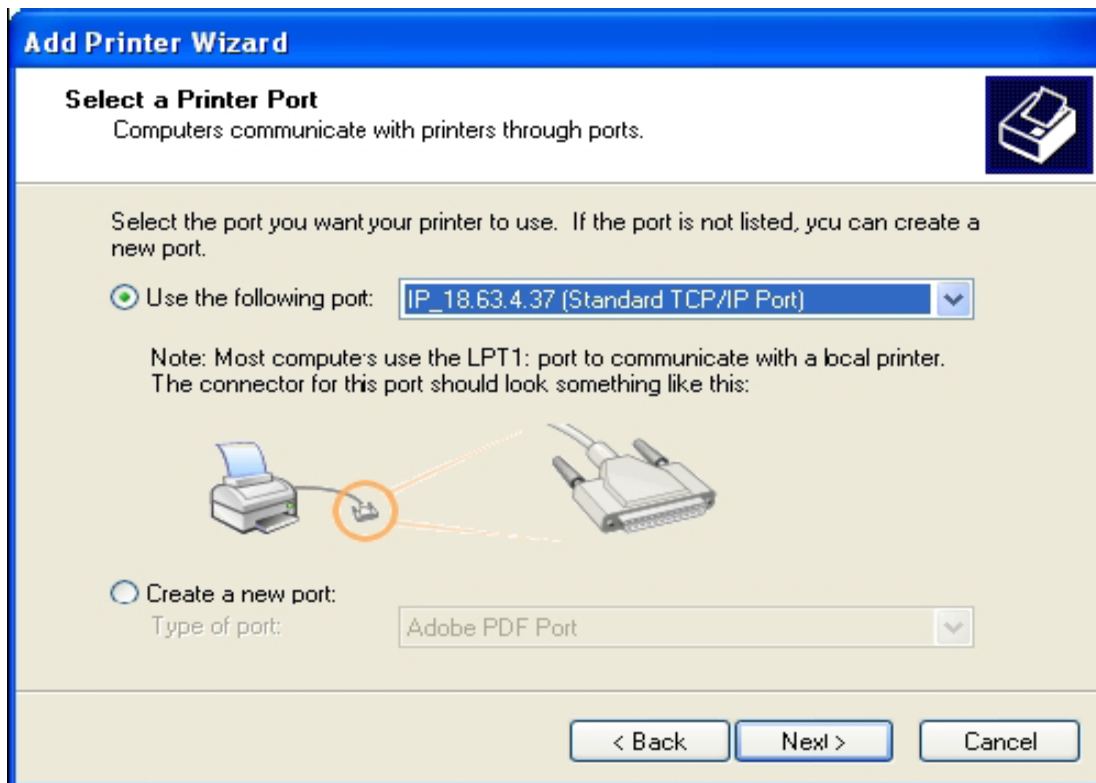
If the test page did not print, click Troubleshoot.

OK

Troubleshoot..

If you have already Installed a Printer Port –

If you have already Installed a Printer Port you cannot do this a second time. If you need to reinstall the printer or it did not install correctly you must select “Use the following Port”, see below:



Scroll down until you find the correct port you already installed and click on next. Continue installing the printer, please refer to “Printing at MIT”.

If you try to add a port that already exists the following error message will appear, see below:

