Step 1: Make sure you are actually on the internet when printing by opening an internet browser and logging onto the wireless network.

Step 2: Open the Macintosh HD.

Step 3: Open the Applications folder.

Step 4: Open the Utilities folder.

Step 5: Open Printer Setup utility (Fig.1)

Step 6: Add icon. (Fig. 2)

Step 7: In the drop down menu at the top select IP Printing.

Step 8: In the Printer Address type:
lib034-printer (for basement printer)  
207.207.105.15 (right of Reading Room) *
207.207.105.16 (left of Reading Room) *

Step 9: In the Printer Model drop down menu, select HP.

Step 10: In the Model Name list, select HP LaserJet 9000 Series for 034 printer or HP LaserJet 4000 Series for Reading Room printers. (See Fig. 3)

Step 11: Add
Connecting a Laptop to the Library Printers using Windows XP

Step 1: Make sure you are actually on the internet when printing by opening an internet browser and logging onto the wireless network.

Step 2: Go to START the Control Panel

Step 3: Printers and Other Hardware

Step 4: Add Printer task.

Step 5: Next.

Step 6: Make sure that the Local Printer button is checked, and that Automatically detect and install my plug and play printer is not selected, then Next.

Step 7: Create a new port, and Standard TCP/IP Port in the pull down menu, and Next. (Fig. 1)

Step 8: Next.

Step 9: In the Printer Name or IP Address box, type lib034-printer (for basement printer) 207.207.105.15 (right of Reading Room) *

Step 11: Under Manufacturers, highlight HP, and under Printers, highlight HP LaserJet 9000 Series PCL for 034 printer HP LaserJet 4000 Series for Reading Room printers, and Next. (Fig. 2)

Step 12: Name the printer Lib034-Printer in the Printer Name box.

Step 13: Making this printer the default printer is optional, but if you do not make it the default printer, make sure you select the printer manually when you want to print.

Step 14: Do not share the printer, and Print a test page to make sure that the process worked, and Next.

Step 15: Finish.

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