

# Installing a Network Printer Guide

---

Step 1: manually set the IP address on your printer to and IP within a safe range on your network. For instance, if your network is 192.168.0.x, reserve the range of .240-.250 for your printers.

- To check your network setting, open your command prompt (on Windows 7, open “Run” on your start menu) by typing cmd in the search bar on the start menu. Next, type “ipconfig” in the black box and press enter.

```
C:\> Command Prompt
Microsoft Windows [Version 10.0.10586]
(c) 2015 Microsoft Corporation. All rights reserved.

C:\Users\Monica>ipconfig_
```

```
C:\> Command Prompt

Ethernet adapter Local Area Connection:

    Media State . . . . . : Media disconnected
    Connection-specific DNS Suffix  . :

Wireless LAN adapter Local Area Connection* 2:

    Media State . . . . . : Media disconnected
    Connection-specific DNS Suffix  . :

Wireless LAN adapter Local Area Connection* 3:

    Media State . . . . . : Media disconnected
    Connection-specific DNS Suffix  . :

Wireless LAN adapter Local Area Connection* 4:

    Media State . . . . . : Media disconnected
    Connection-specific DNS Suffix  . :

Wireless LAN adapter Wireless Network Connection:

    Connection-specific DNS Suffix  . :
    Link-local IPv6 Address . . . . . : fe80::88f9:ad2b:4494:4f70%12
    IPv4 Address. . . . . : 10.0.0.8
    Subnet Mask . . . . . : 255.255.255.0
    Default Gateway . . . . . : 10.0.0.1

Tunnel adapter Teredo Tunneling Pseudo-Interface:

    Connection-specific DNS Suffix  . :
    IPv6 Address. . . . . : 2001:0:5ef5:79fb:14a5:25ab:b6a0:f95b
    Link-local IPv6 Address . . . . . : fe80::14a5:25ab:b6a0:f95b%10
    Default Gateway . . . . . : ::

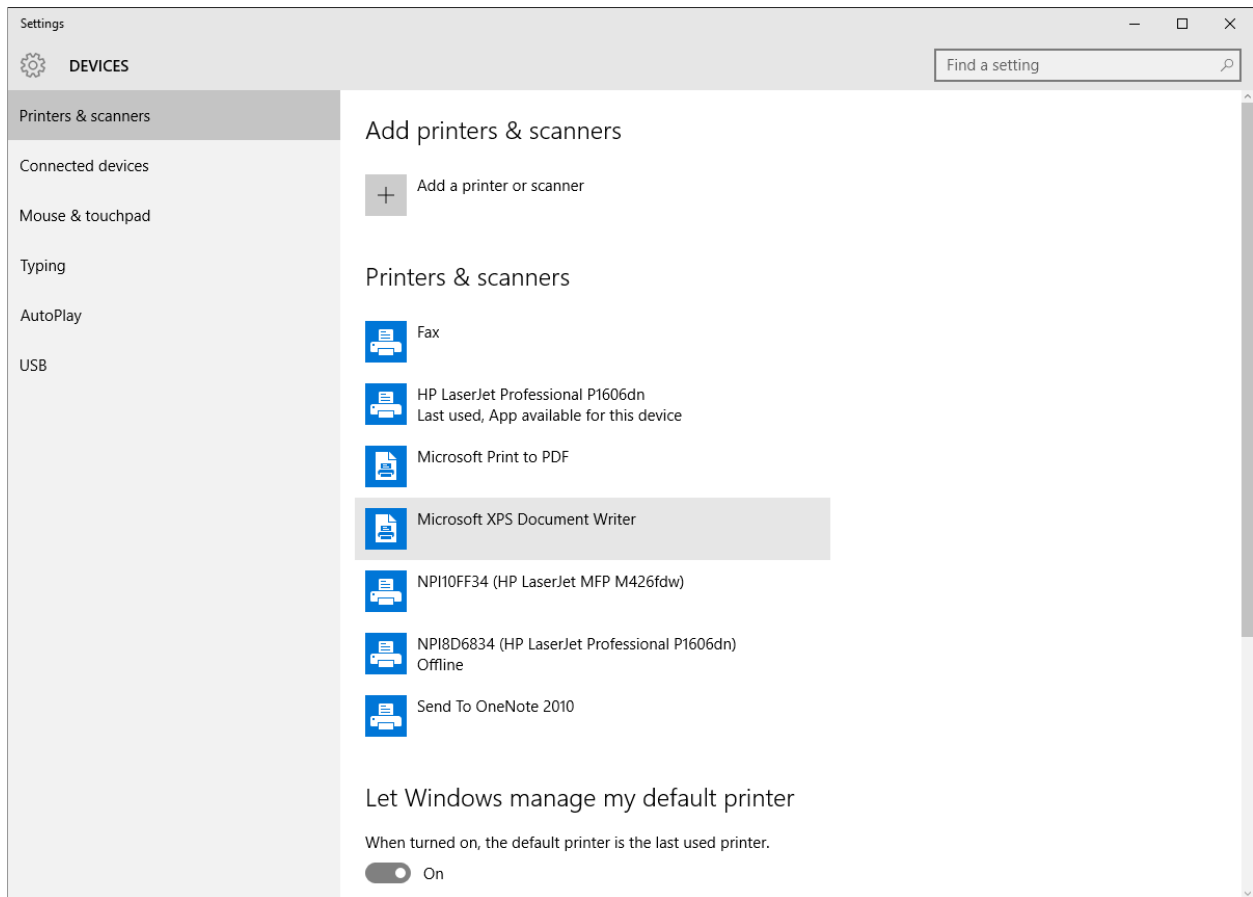
Tunnel adapter isatap.{FE75AC16-E860-42A3-A7B2-E9358B4039AF}:

    Media State . . . . . : Media disconnected
    Connection-specific DNS Suffix  . :

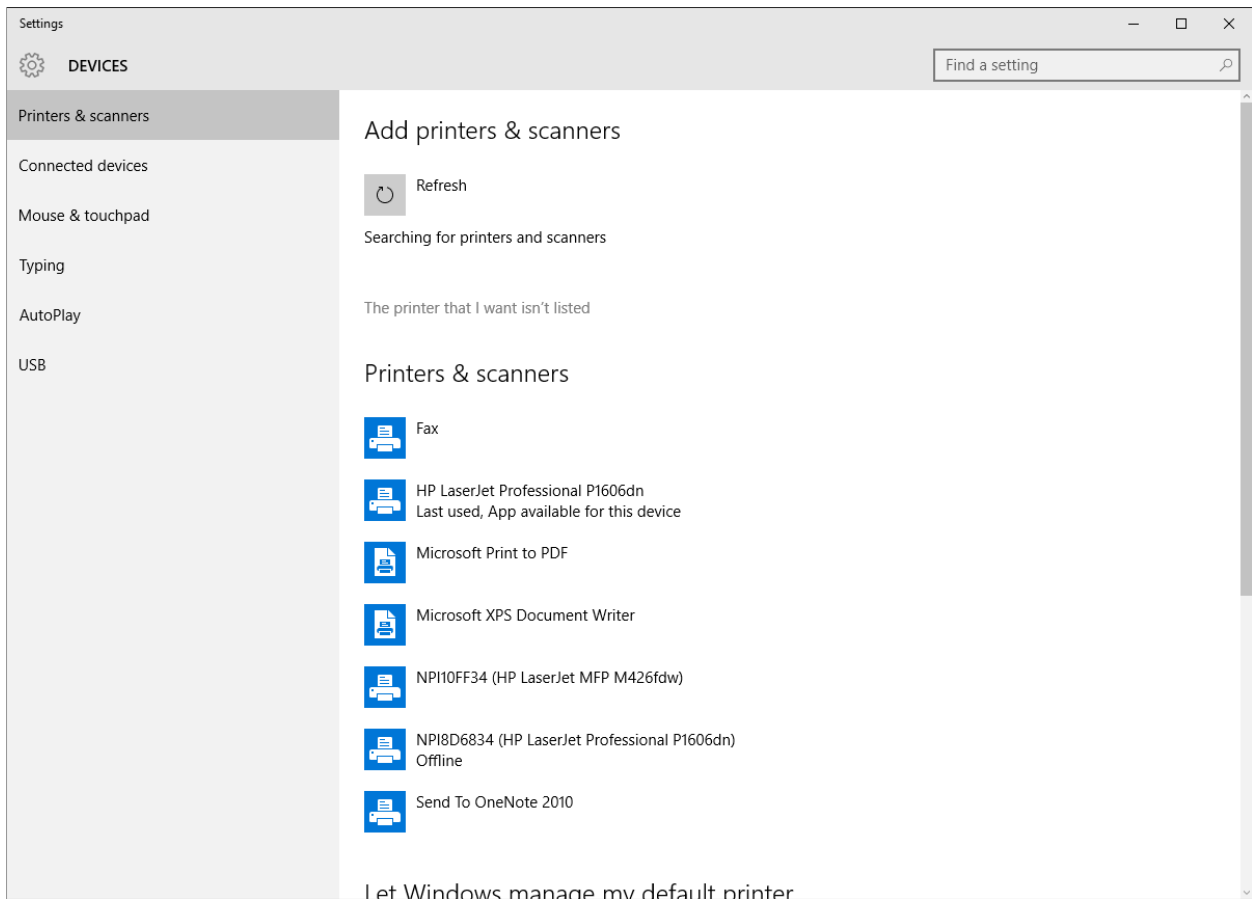
C:\Users\Monica>
```



Step 2: Open Device/Printer settings (On Windows 7 machines this is part of Control Panel). Select “Add a Printer or Scanner”



Step 3: Generally, the computer will be unable to find the printer. Follow the prompts (these will vary by operating system) to search manually for the printer. On Windows 10, click the gray text “the printer I want isn’t listed.”



## You Can Do I.T. / Installing a Network Printer Guide

Prepared for Texas State Library and Archives Commission by Carson Block Consulting

Step 4: Select the option to “add a printer using a TCP/IP address or hostname

← Add Printer

Find a printer by other options

My printer is a little older. Help me find it.

Select a shared printer by name

Example: \\computername\printername or  
http://computername/printers/printername/.printer

Add a printer using a TCP/IP address or hostname

Add a Bluetooth, wireless or network discoverable printer

Add a local printer or network printer with manual settings

Step 5: Type in the static IP for the printer you wish to install.

← Add Printer

Type a printer hostname or IP address

Device type: Autodetect

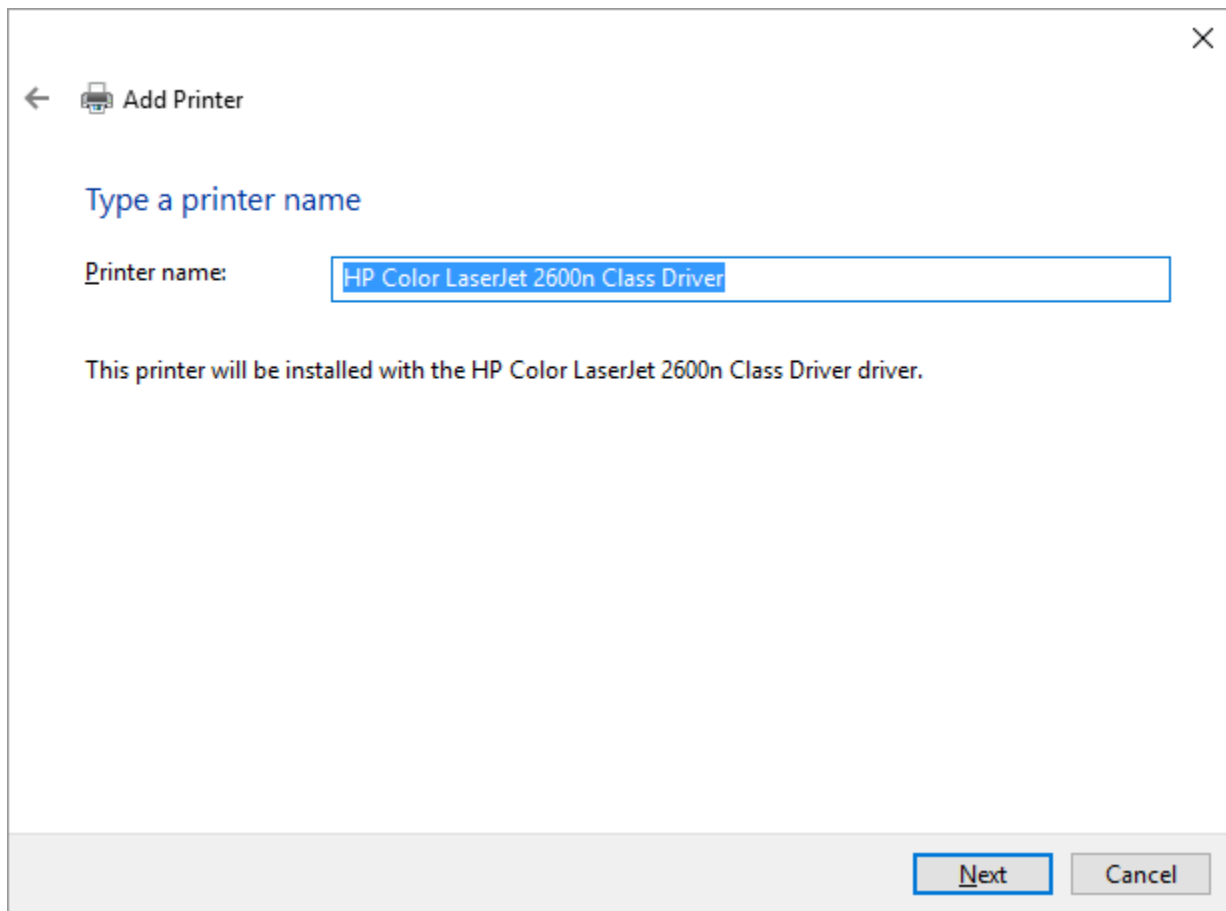
Hostname or IP address: 10.0.0.200

Port name: 10.0.0.200

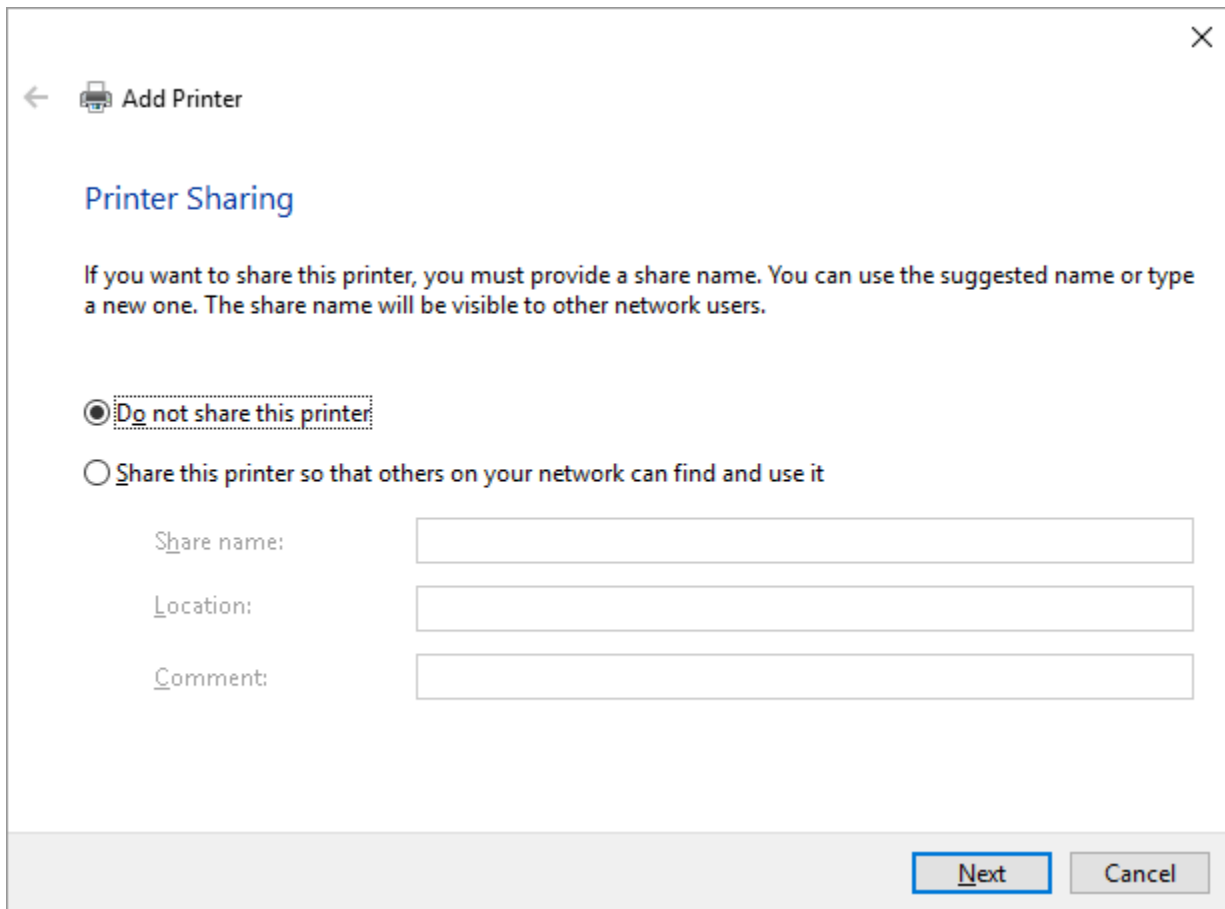
Query the printer and automatically select the driver to use

Next Cancel

Step 6: the correct printer name should appear in the next dialogue box.

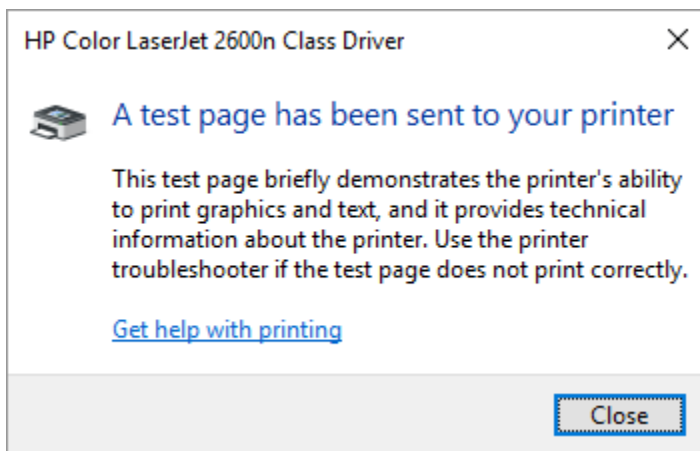
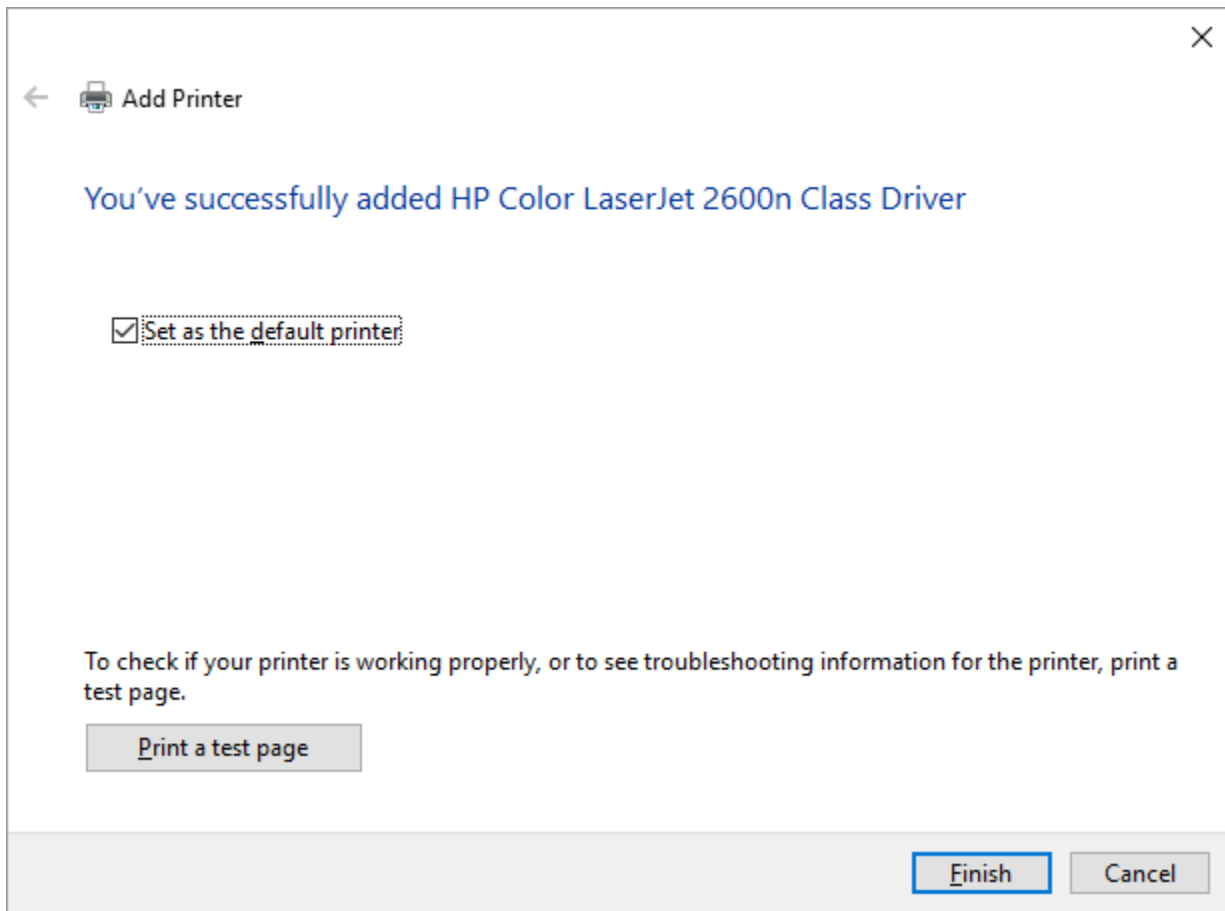


Step 7: assign printer sharing—in most cases you will select “do not share this printer.” If you choose the option of sharing the printer, that printer will only be available to others when the PC you are currently using is powered on.



The screenshot shows the 'Add Printer' dialog box in Windows. The title bar reads 'Add Printer' with a printer icon and a back arrow. The main heading is 'Printer Sharing'. Below the heading, there is a paragraph of text: 'If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.' There are two radio button options: the first is 'Do not share this printer' (selected) and the second is 'Share this printer so that others on your network can find and use it'. Below these options are three text input fields labeled 'Share name:', 'Location:', and 'Comment:'. At the bottom right, there are two buttons: 'Next' (highlighted with a blue border) and 'Cancel'.

Step 8: check the “Set as default printer” option if you wish to use this printer as the computer’s default. Next, print a test page to ensure the installation was a success.



Congratulations! Your printer is ready to use!