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.

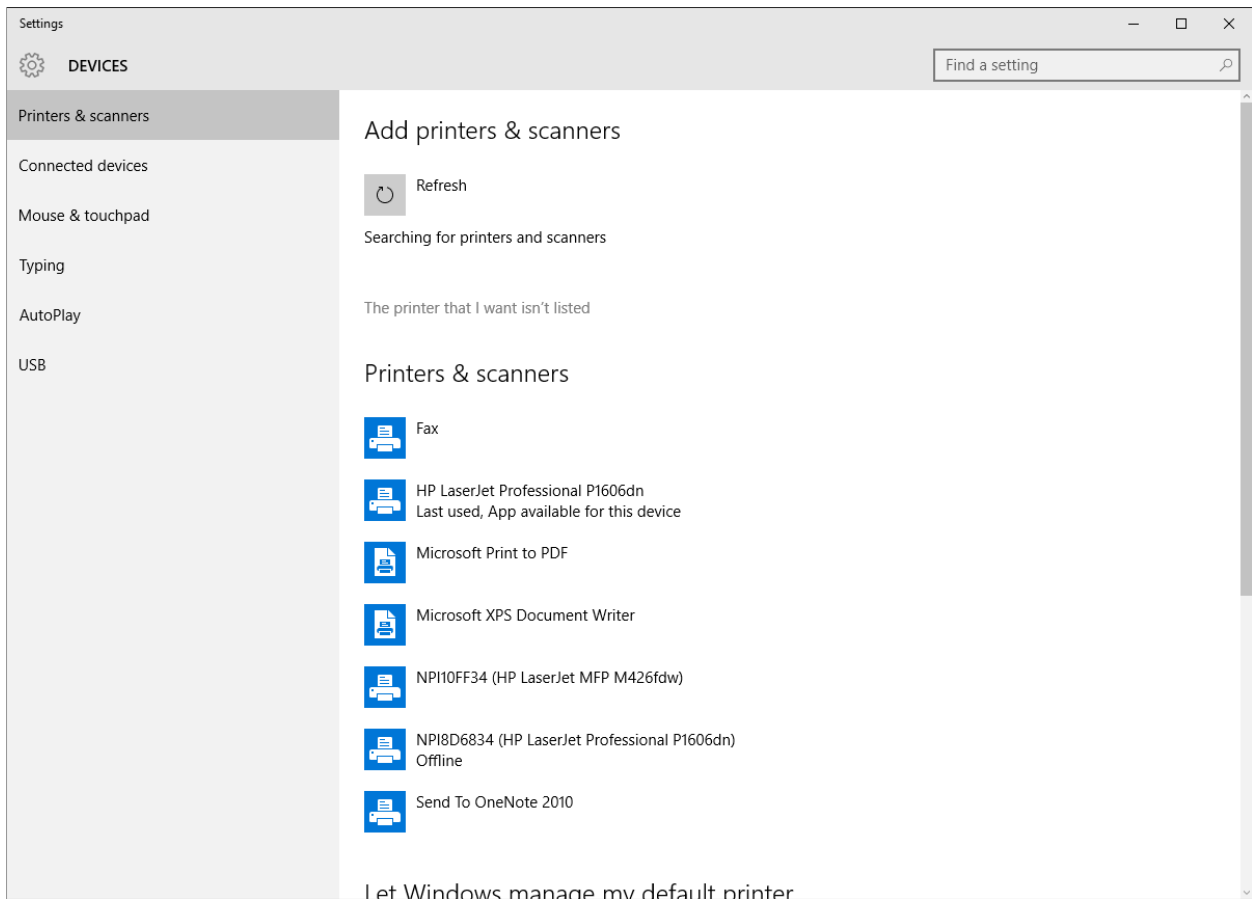Step 2: Open Device/Printer settings (On Windows 7 machines this is part of Control Panel). Select "Add a Printer or Scanner"
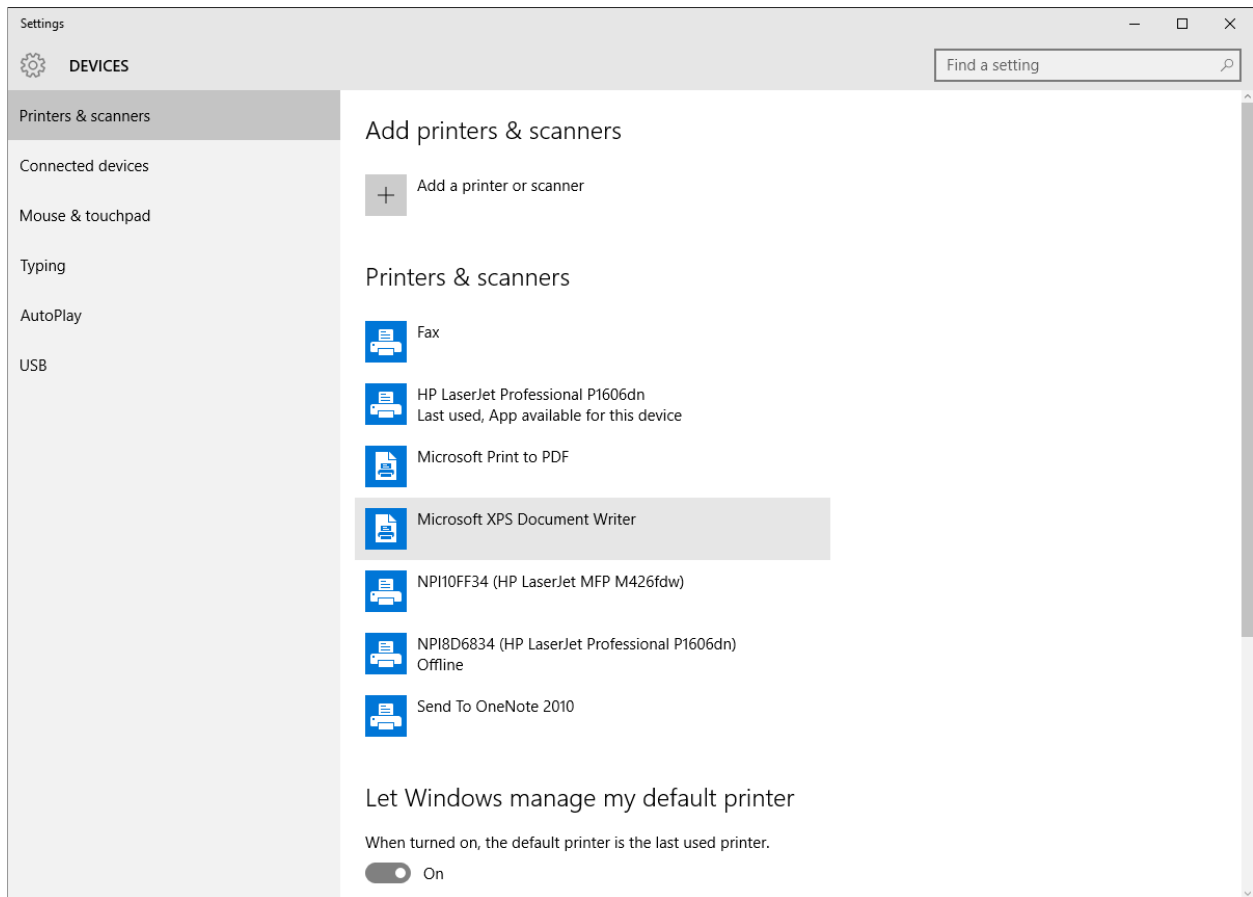
Step 3: Generally, the computer will be unable to find the printer. Follow the promts (these will vary by operating system) to search manually for the printer. On Windows 10, click the gray text "the printer I want isn't listed."

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

Step 5: Type in the static IP for the printer you wish to install.
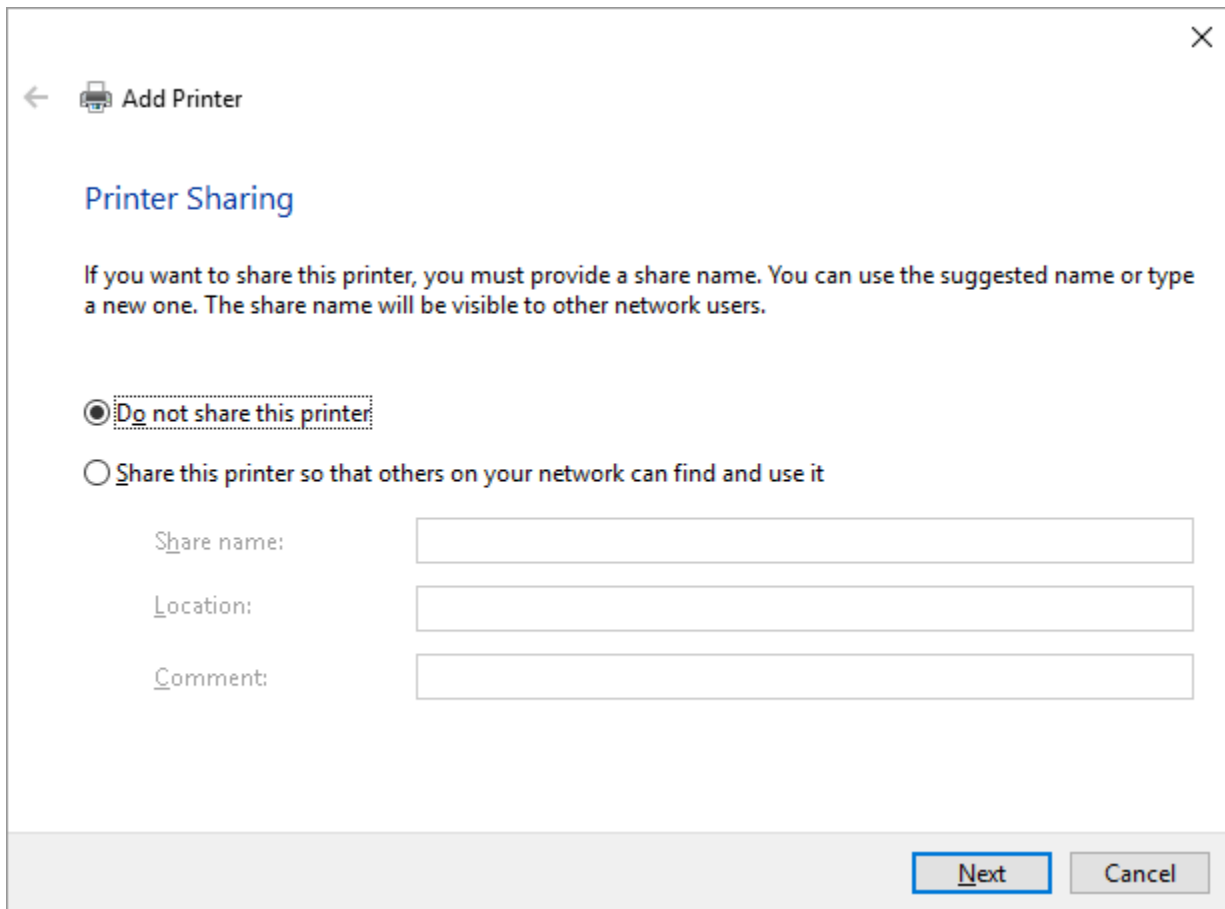
Step 6: the correct printer name should appear in the next dialogue box.
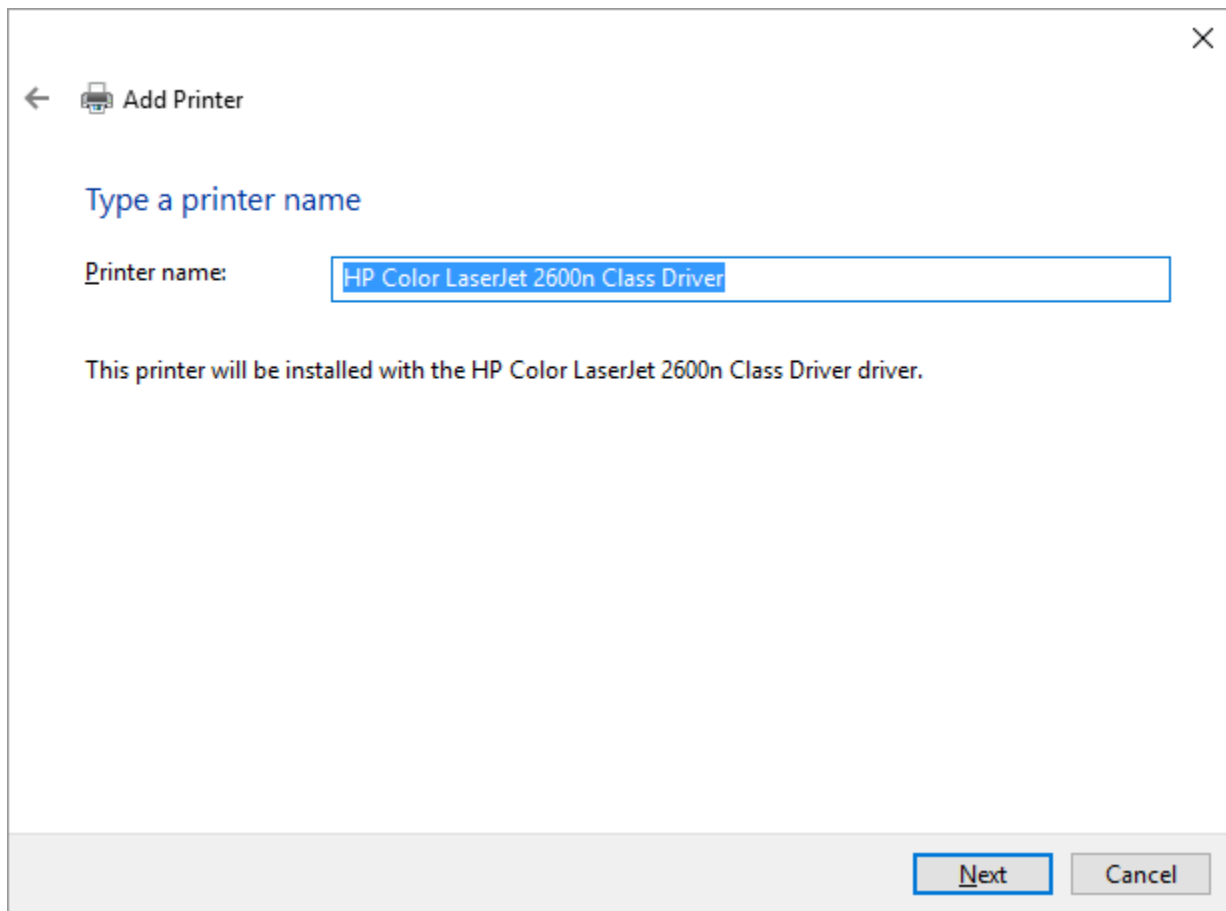
Step 7: assign printer sharing—in most cases you will select "do not share this printer." If you choose the option of sharing the printer, that printer will only be available to others when the PC you are currently using is powered on.

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.
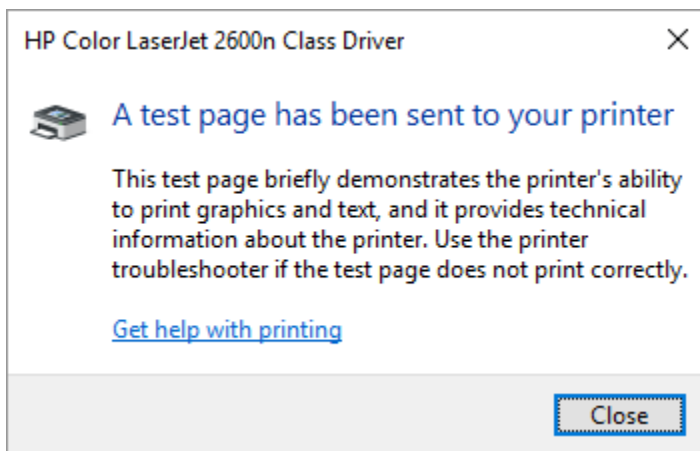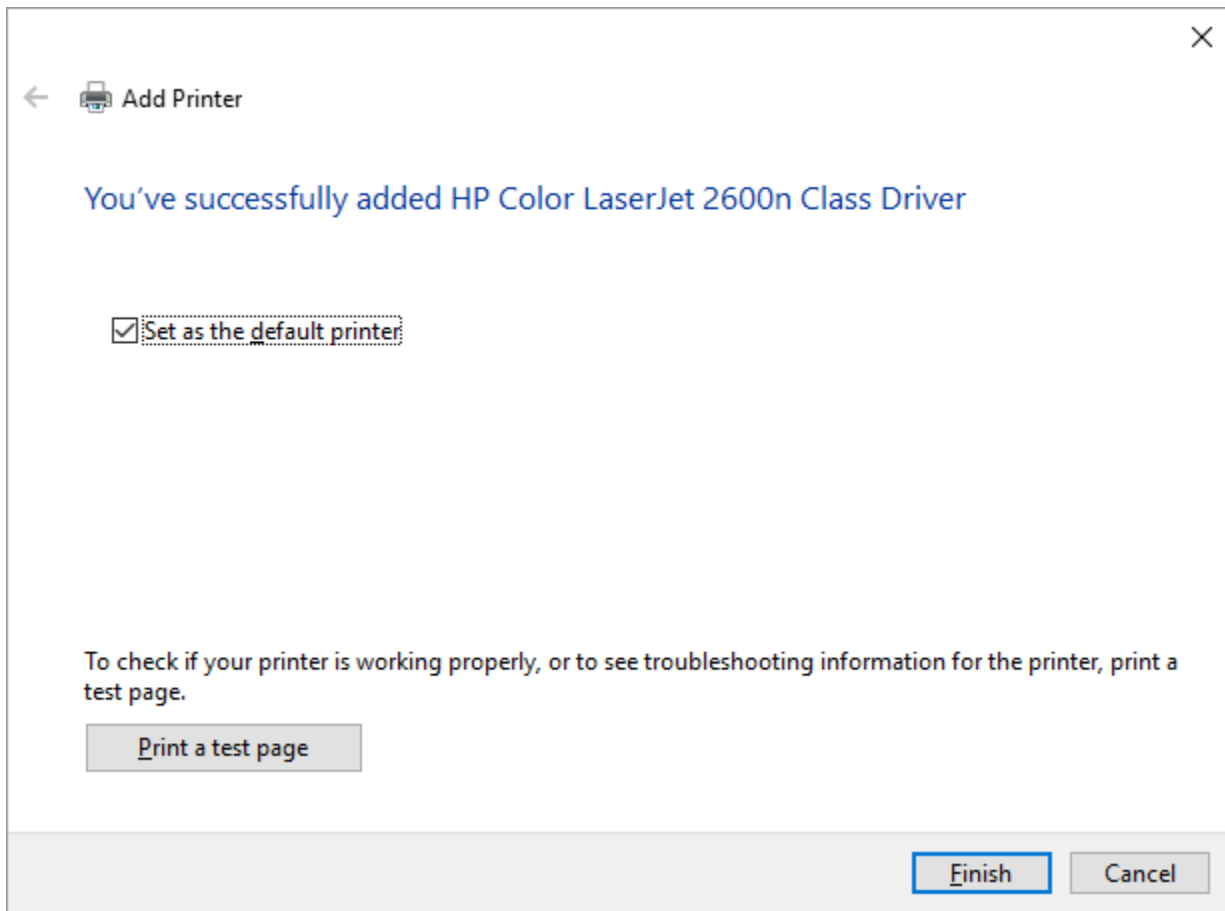
Congratulations! Your printer is ready to use!