

## How To Install / Add Network, Local or USB Printer Using IP Address & Printer Port

1. Under **Printers and Faxes** click on **Add Printer**
2. Select '**Local printer attached to this computer**' and then uncheck '**Automatically detect and install my Plug and Play printer**'



3. On the next window select '**Create a new port**' and then select '**Standard TCP/IP Port**' via dropdown menu.

**Please note:** When installing Local or USB Printer:

Select '**Use the following port**' and scroll down to **USB** (i.e. Port USB001 - Virtual Printer Port, or LPT1 in case of other Printers), most **HP Printers** are USB connected, and finish the install wizard, when asked for the drivers, navigate to location where the drivers are stored, either CD, or downloaded package.



☒ Create a new port:

Type of port: Standard TCP/IP Port

< Back   Next >   Cancel

4. Click 'Next' on the next screen.



**Printer Port Wizard**

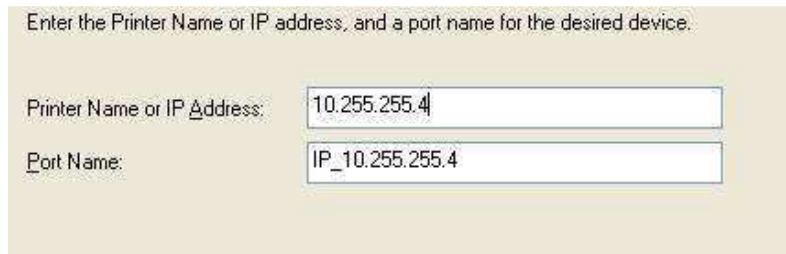
Welcome to the Add Standard TCP/IP Printer Port Wizard

You use this wizard to add a port for a network printer.

Before continuing be sure that:

1. The device is turned on.
2. The network is connected and configured.

5. Type in the **IP address** or **hostname** for the printer in the Printer Name or IP Address field. Note: In case customer doesn't know the details, advise that all printers should be labeled with the name, location and IP address of the printer. If there is no label on the printer, advise to get the details from their colleagues.



Enter the Printer Name or IP address, and a port name for the desired device.

Printer Name or IP Address: 10.255.255.4

Port Name: IP\_10.255.255.4

6. Select '**Generic Network Card**' and then click **Next** and finally **Finish**.

4. The address on the previous page is correct.

If you think the address is not correct, click Back to return to the previous page. Then correct the address and perform another search on the network. If you are sure the address is correct, select the device type below.

Device Type

☒ Standard    Generic Network Card

☐ Custom    Settings...

< Back    Next >    Cancel