

## Alumni Hall Printer – Windows Instructions

Students who wish to print to this unit from their rooms may do so. You will need to first download and unzip the drivers to your computer. The drivers for this printer can be found at

<https://support.hp.com/us-en/drivers/selfservice/hp-laserjet-4250-printer-series/412144>

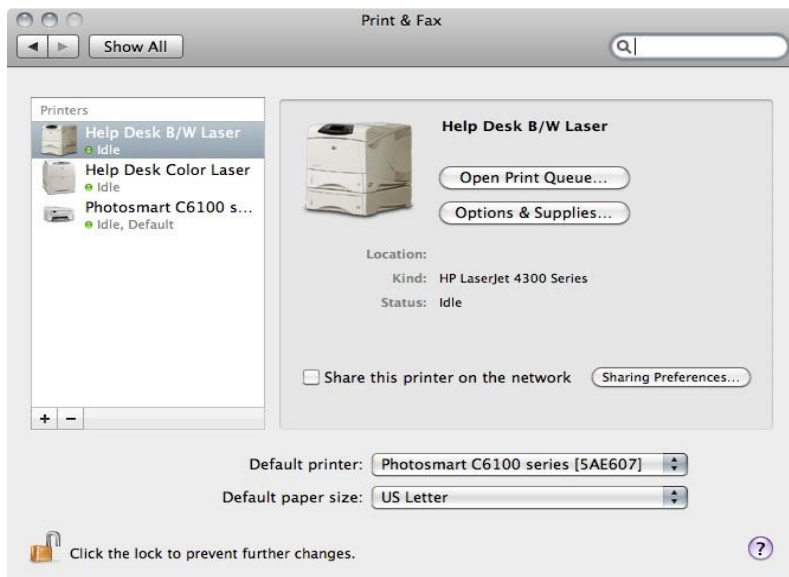
Once you click on this link, the website should detect which operating system you have. Expand the + sign next to Driver-Universal Print Driver and you will see the drivers listed. Choose the **HP Universal Print Driver for Windows PCL6**

Once you open the file that you've downloaded it will ask you to unzip it. Unzip the files and then the program to install the printer automatically starts to run (You may have to click "yes" to allow it to run, depending on your account control settings). Follow all prompts to install the driver.

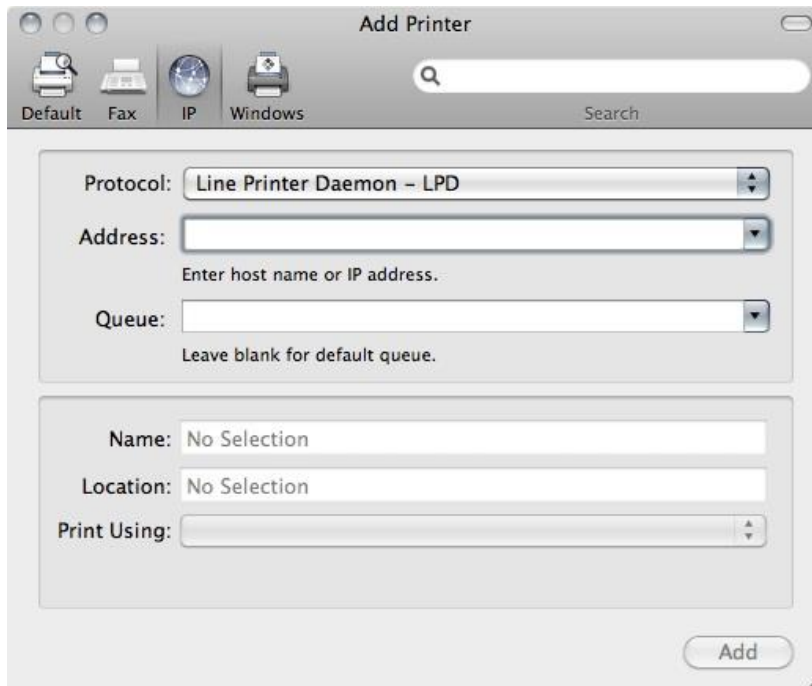
1. Select "Yes" to accept terms and conditions -> click next
2. Select "Traditional Mode" for Installation Mode -> click next
3. Add a printer using a TCP/IP address or hostname -> click next
4. Alumni Hall Printer IP address is 10.192.0.40 -> click next
5. Name the printer Alumni Hall -> click next
6. Select "Do not share this printer" -> click next
7. Now you can set this printer as your default printer if you would like or just print a test page to ensure it works.
8. The HP software will continue to install the rest of the software, when it is done click finish.

## Alumni Hall Printer – Mac Instructions

On your Mac (current instructions for Snow Leopard 10.6), go to the Apple logo on the top right of your computer, then, System Preferences, then Print & Fax icon. Open Print & Fax.



- 4) Unlock the permissions lock in the bottom of the page with your password if necessary.
- 5) click the + button. The "add printer" page will open.



- 6) click the IP tab on top of that page.
- 7) Leave protocol on Line Printer Daemon - LPD.
- 8) in the Address box, type in the full IP address. 10.192.0.40
- 9) the page will often do a search for that printer as long as the driver is included within the Apple OS and find it and add it to the Print Using tab in the bottom.
- 10) if it cannot find it, it usually means that the driver is not loaded. in that case, you must go to the website of the printer company (i.e. HP, Dell, etc.) and download the driver and install it on your Mac.
- 11) once you add the printer, you may close the dialogue box. Your printer is installed. To test, send a page from any application to print and check to make sure it is printed.