

## Printer Setup via Manual IP Setup

AgIT Call Center

Procedure No. C7.3.55

### Procedure Statement

This procedure will setup a printer via Manual IP Setup.

#### Printer Setup via Manual IP Setup

1. Have a Tech Coordinator login
2. Click **Start**
3. Click **Settings**
4. Click **Printers and Faxes**
5. Click **Add a Printer**
6. Click **Next**
7. Click **Local printer attached to this computer**
8. Uncheck **Automatically detect and install my Plug and Play printer**

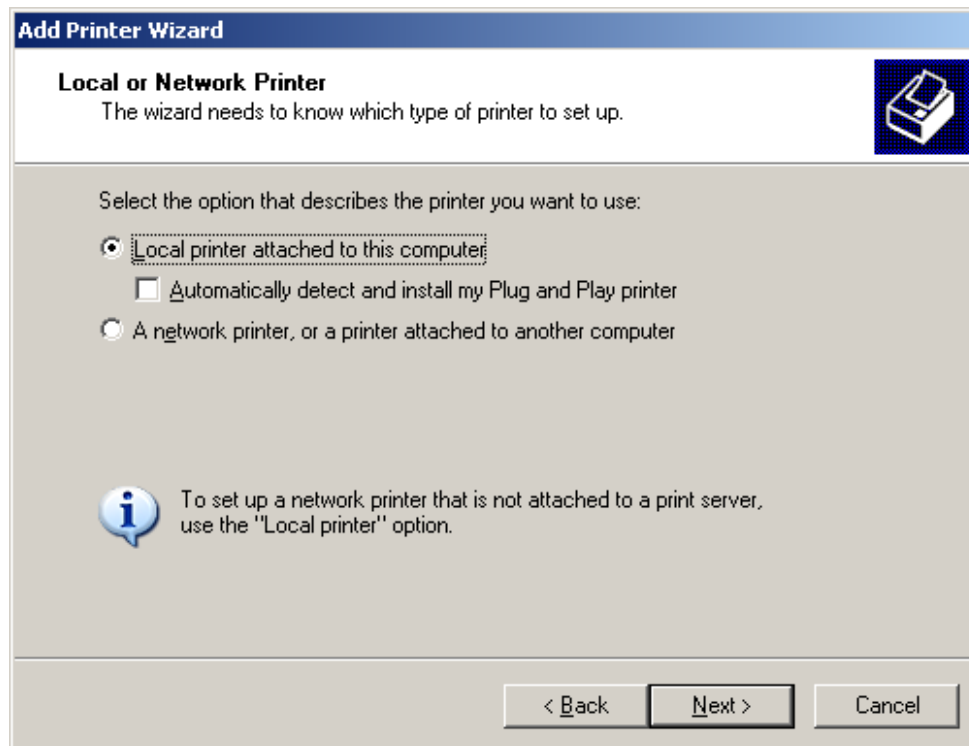


Figure 1: Add Printer Wizard Local Printer screen

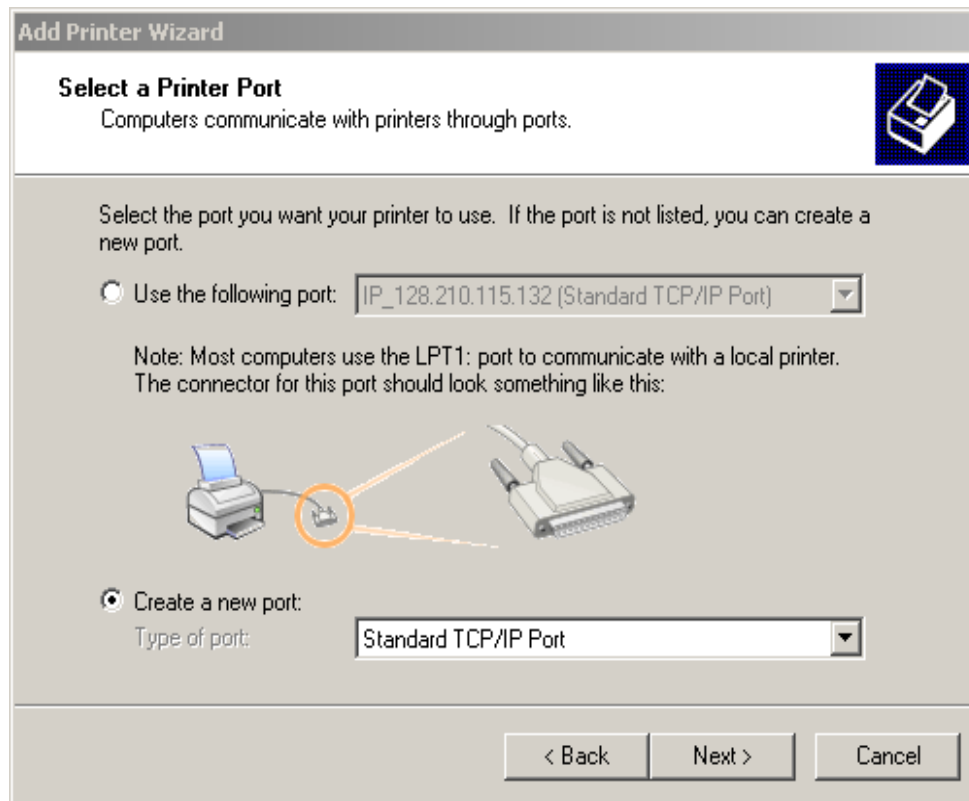
Procedure

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AgIT Call Center

Procedure No. C7.3.55

9. Click **Next**
10. Click the **Create a new port radio button**
11. From the drop-down menu, select **Standard TCP/IP Port**



**Figure 2: Add Printer Wizard Select a Printer Port screen**

## Printer Setup via Manual IP Setup

AgIT Call Center

Procedure No. C7.3.55

### 12. Click Next



Figure 3: Add Standard TCP/IP Printer Port Wizard screen

### 13. Click Next

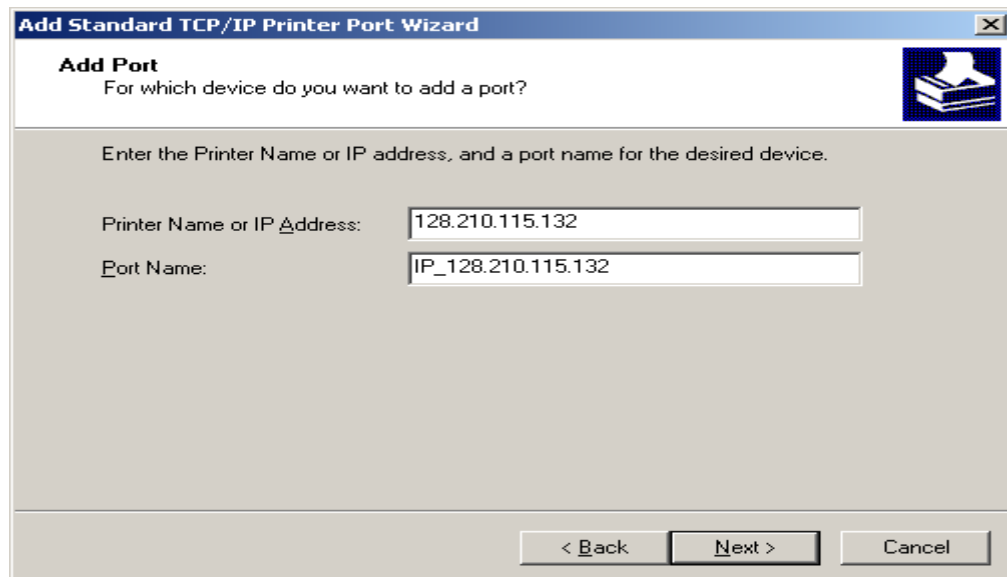


Figure 4: Add Standard TCP/IP Printer Port Wizard Add Port screen

Procedure

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AgIT Call Center

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14. Enter the IP Address of the Printer. Print a configuration page from the printer to obtain this information. It is normally found on page two.
15. Click Next. You may receive another screen telling you it doesn't recognize the network adapter. Click **Next** on this screen.

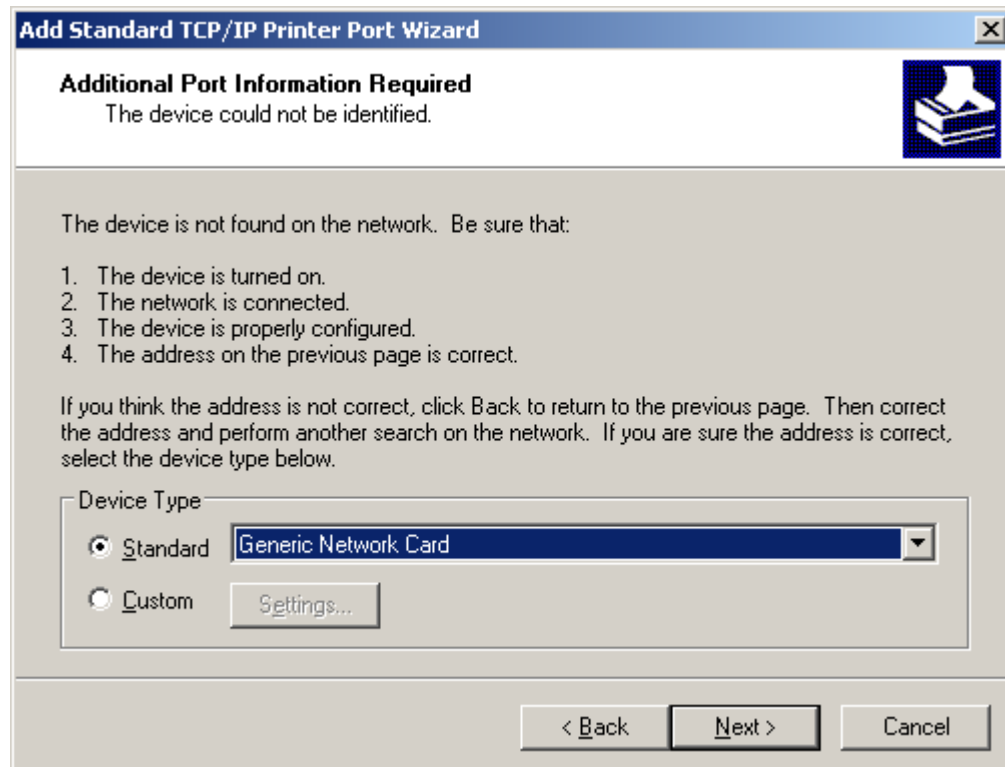


Figure 5: Add Standard TCP/IP Printer Port Wizard Additional Port Information screen

16. Click **Finish**
17. From the Install Printer Software, locate your printer MFG from the left side (i.e. HP, EPSON, Lexmark) and your printer model number from the right side (i.e. LaserJet 4000, Deskjet 692c).

**NOTE:** If you are using a 2420 or 2430 and you do not have the printer drivers available to you, the LJ4000 and PCL6 drivers will work instead.

18. Click **Yes** when prompted *Do you want to use this printer as the default printer?*

Procedure

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AgIT Call Center

*Procedure No. C7.3.55*

19. Click **Next**. You may want to change your printer name to include the word fair to make it easier to identify and remove after the fair.
20. Click **Next**
21. Click **Next** to print a self test
22. Click **Finish**

Procedure