

## Printer Install Instructions

AgIT Call Center

Procedure No.C7.3.59

### Procedure Statement

This procedure will guide you through preparation for the install of a new printer.

### Prior to Printer Install

When the new printer arrives, unpack it and set the printer where you want it to be located. You may need to move the old printer. Have the plug ready to plug in when the AgIT staff member requests that you do so. You will also need to have the network cable ready but *not connected*.

Once you turn the printer on, skip the time and date question (the printer will guide you through this). You will need to print the configuration page.

1. Press the **green button** or press the **menu button**.
2. The printer's LCD screen will display a list. Chose **Information** by using the arrow buttons. Confirm by pressing the **green button**.
3. Scroll down with the down arrow to highlight **print configuration**. Confirm by pressing the **green button**. The information you need will print out on paper.
4. In the HP JetDirect Configuration section on one of the printed pages, locate the number labeled "**hardware address:**". AgIT will need this number to proceed further. Record the hardware address in the Printer Install Questionnaire, which you will now need to complete.

Complete the [Printer Install Questionnaire](#) for each machine that is being replaced.

### Contact Information

Please contact AgIT Support Services if you have questions or concerns about the process and encourage other users with questions to contact AgIT Support Services.

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