Adding an IP Network Printer

Note: Before you start the configuration, please find out the model and the IP Address for the printer you want to install. The IP will be in the following format 131.215.XXX.XXX (X= numbers). If the printer does not have a label with this information, please ask your system administrator or house rep for it.

These instructions are for Windows 2000 and XP

1) Click “Start”
2) Click “Settings”
3) Click “Printers” (Windows 2000) and “Printers and Faxes” (Windows XP)
4) Click “Add Printer”
5) Click “Next”
6) Make sure “Local Printer” (Windows 2000) or “Local printer attached to this computer” (Windows XP) is checked and nothing else, then click “Next”.
7) Make sure “Create a new port” is checked and change the drop-down to “Standard TCP/IP Port” and hit “Next”.
8) Click “Next”
9) Type the IP address or the printer in the “Printer Name or IP Address” field and then click “Next”
10) Click “Finish”
11) Find the printer drivers from the list. If the printer is not listed, go to the manufacturer’s website and download them to your computer. Then click “Have Disk” to browse to the location of the drivers. Make sure that whatever was downloaded from the website is extracted before you browse to the location. The drivers usually will have an .inf ending.
12) Click “Next”
13) If you want to change the name of the printer on your computer please use the “Printer Name” field. If you have another printer installed it will ask you if you want to make this your default printer, then click “Next”
14) Please leave the “Do not share this printer” checked and click “Next”
15) Make sure “Yes” is checked in the print test page window and click “Next”
16) Click “Finish”