How to add a Network Printer to Your Laptop

Created by the Chief Technology Officer
Date: August 29, 2024
Version 1.0

Purpose: This guide provides a step-by-step process for students, faculty, and staff to add a network printer to their laptop for printing.

Instruction: Follow these steps to set up network printing

1. Start.
2. Log in to "HU Wi-Fi to get started to access a network printer.
3. Go to settings for printing and scanning. See the image below:
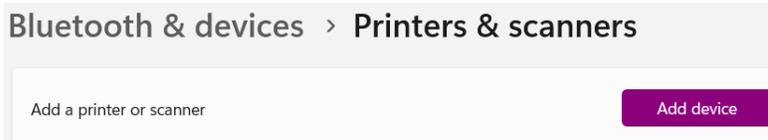
4. Click on "Add device" button.

5. Click the radio button to add a printer to a HP by IP address. Next.

6. Add desired printer IP Addresses:
    a. MET Building Room-103_C 10.118.8.9 on the 1st floor.
    b. MET Building Room 300_C 10.118.8.6 on the 3rd floor.

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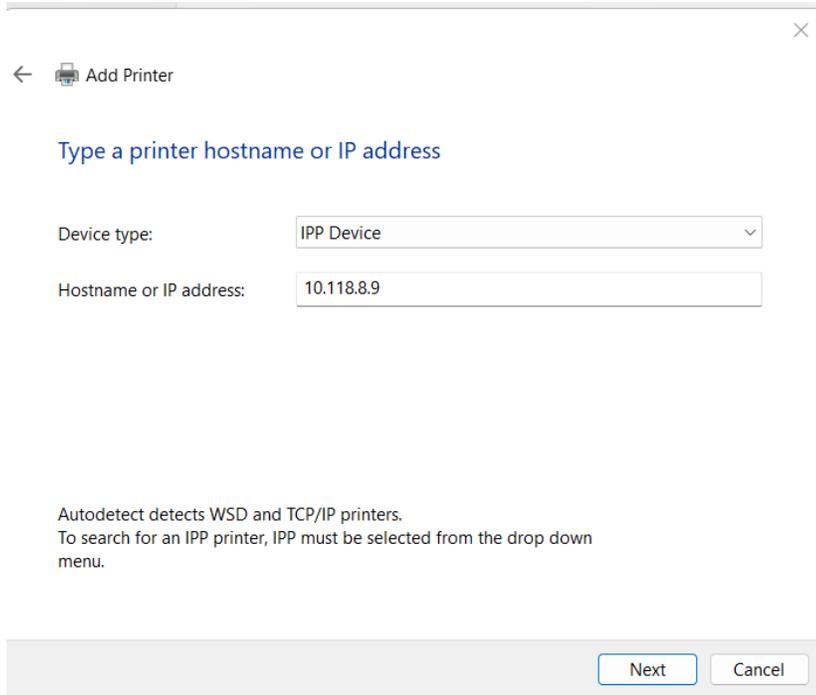
7. Click the "Next" button.
8. The printer has been added successfully, see image below.
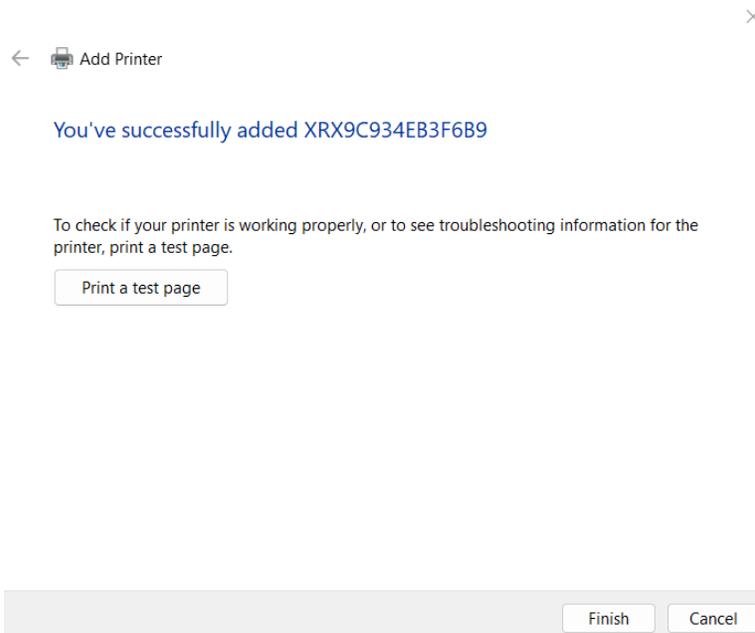
9. Once printer has been added successfully, "Print a test page" to verifty
10. Click the "Finish" and you are done.

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11. You can now print your documents and be sure to select the correct printer from the drop-down menu.
12. Done.
13. If you continue to have problems, open a ticket with ETS.

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