

Excellence in Truth and Service

Cathy Hughes School of Communications Office of The Dean

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: Bluetooth & devices > Printers & scanners

4.	Add a printer or scanner	Add device
	Click on "Add device" button.	
	The printer that I want isn't listed	Add manually

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

Add a printer using an IP address or hostname

- 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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÷	🖶 Add Printer		×
	Type a printer hostnam	ne or IP address	
	Device type:	IPP Device v	
	Hostname or IP address:	10.118.8.9	
	Autodetect detects WSD and To search for an IPP printer, IP menu.	TCP/IP printers. P must be selected from the drop down	
		Next Cance	el

- 7. Click the "Next" button.
- 8. The printer has been added successfully, see image below.

	×
\leftarrow	Add Printer
	You've successfully added XRX9C934EB3F6B9
	To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.
	Print a test page
	Finish Cancel
0	nce 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.

