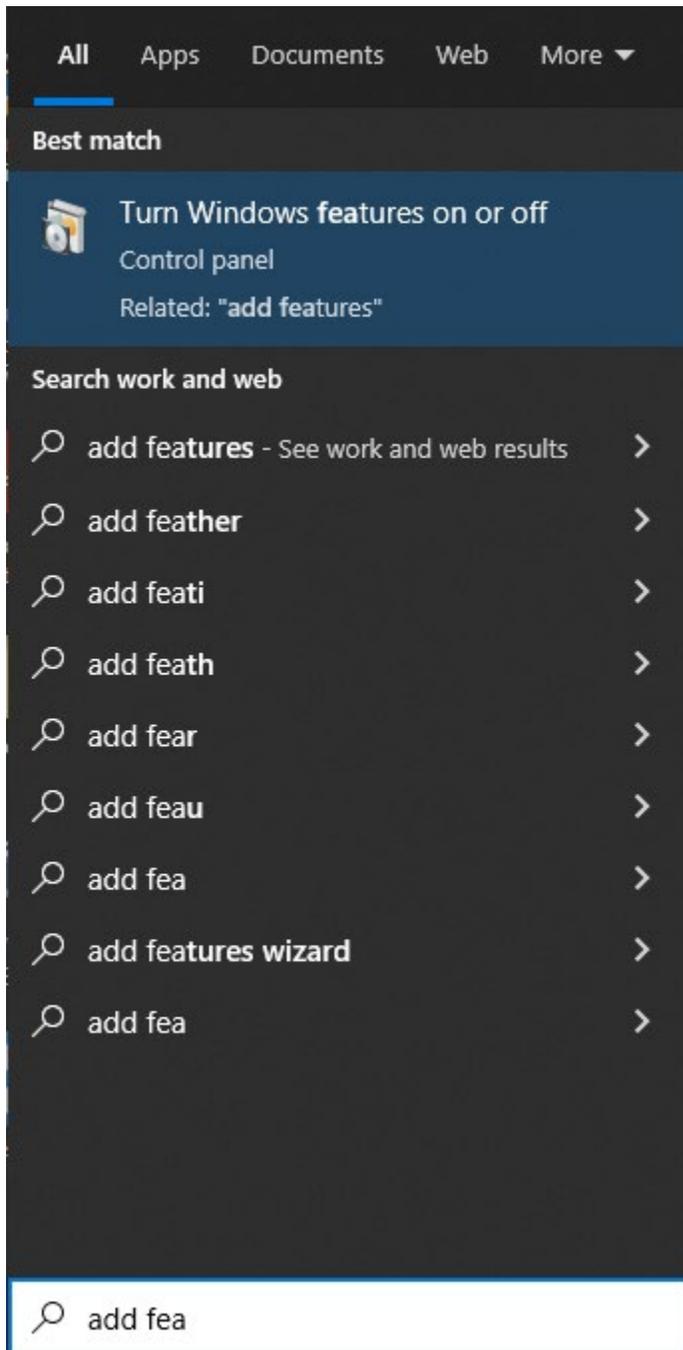
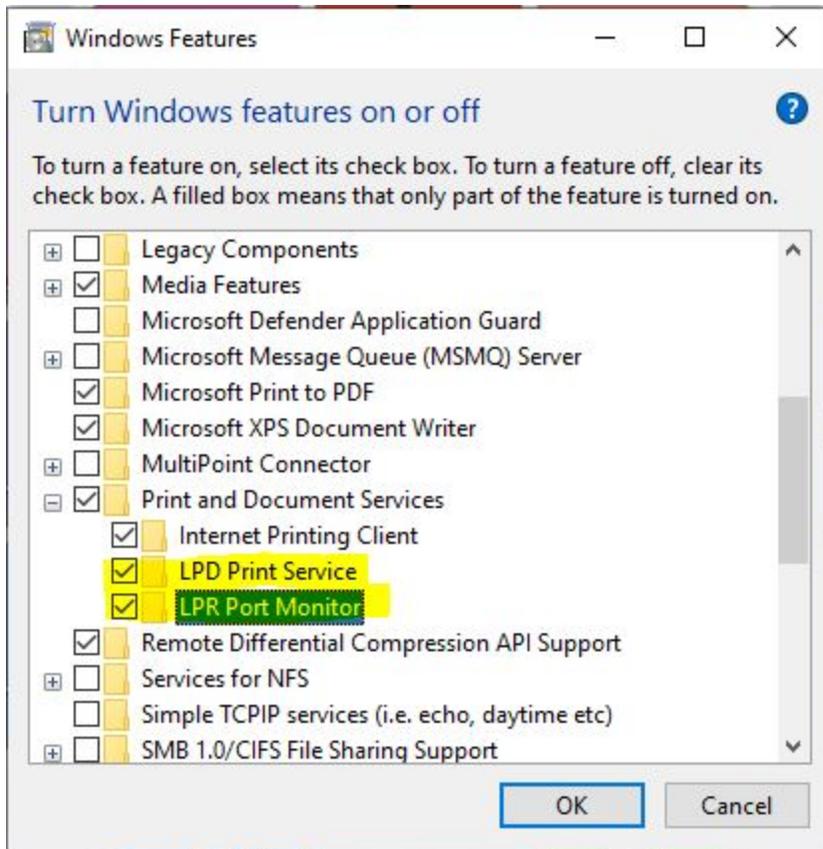


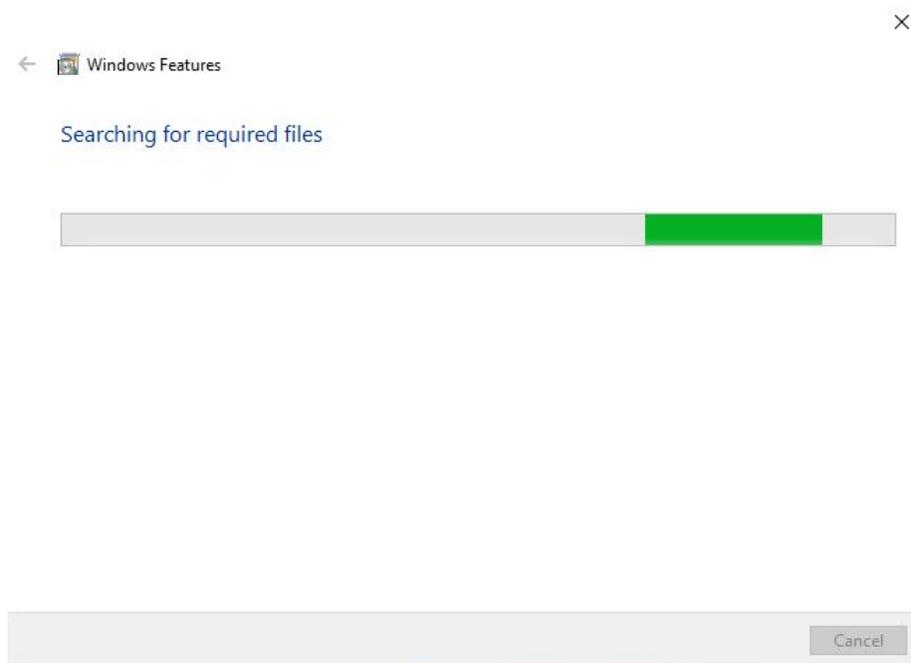
In order to print to the network printers, you will need to setup Windows to print via LPD/LPR. In the Windows search bar type in "Add Features" and press enter. (This will open the "Turn Windows features on or off"



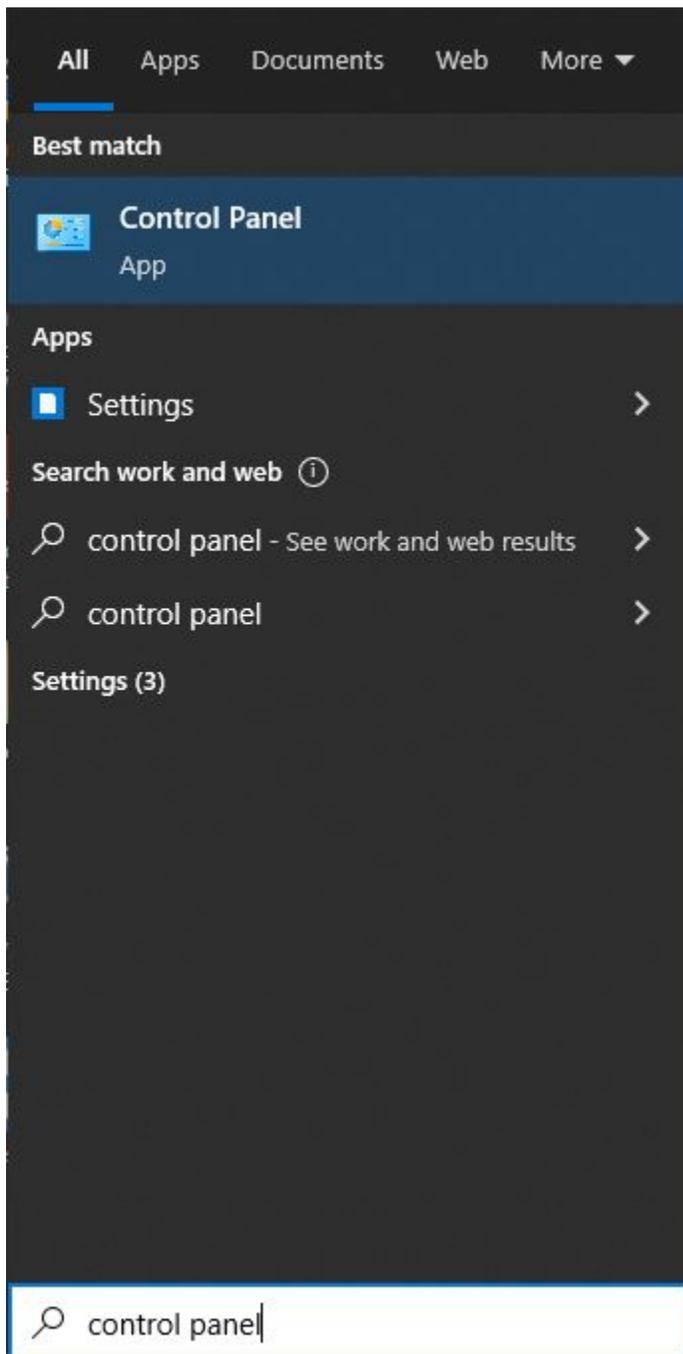
Scroll down and find the "Print and Document Services" and click the + to expand it. Check the "LPD Print Service" and the "LPR Monitor" options and click OK.



Windows will install the features and finish.



Now you can setup the printer. You need to go into Control Panel so type "Control Panel" in the Windows search box and press enter.



Navigation bar with a dropdown arrow, a refresh icon, and a search icon.

View by: Large icons ▾

 BitLocker Drive Encryption

 Default Programs

 File Explorer Options

← → ▾ ↑  > Control Panel > All Control Panel Items

Adjust your computer's settings

 Administrative Tools

 Color Management

 Device Manager

 File History

 Internet Options

 Mouse

 Programs and Features

 AutoPlay

 Credential Manager

 **Devices and Printers**

 Fonts

 Java (32-bit)

 Network and Sharing Center

 Realtek HD Audio Manager

 Backup and Restore (Windows 7)

 Date and Time

 Ease of Access Center

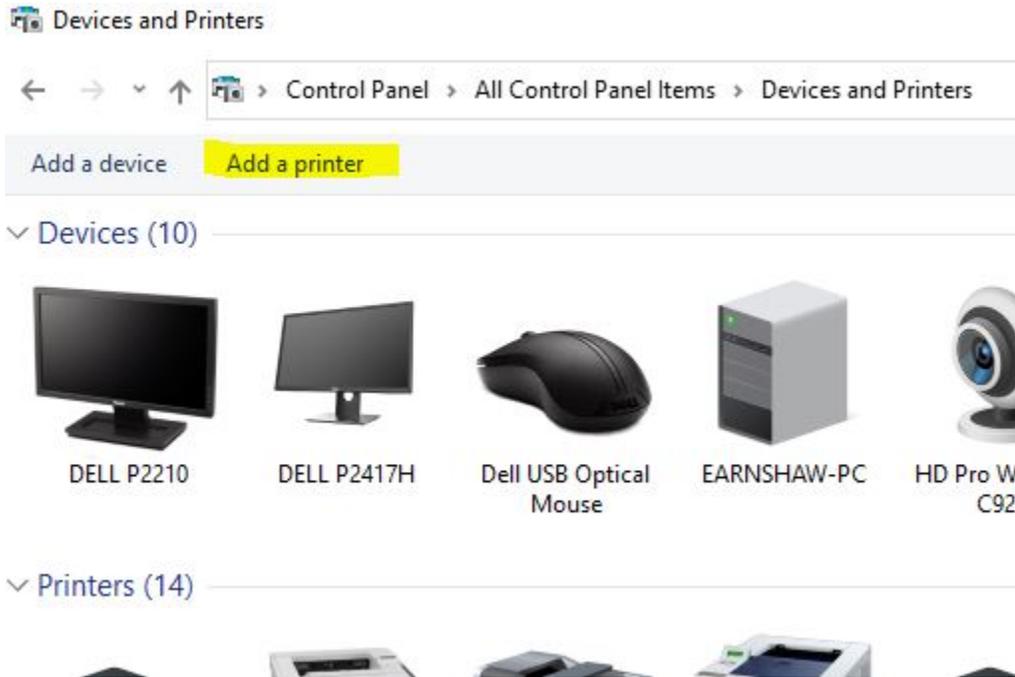
 Indexing Options

 Keyboard

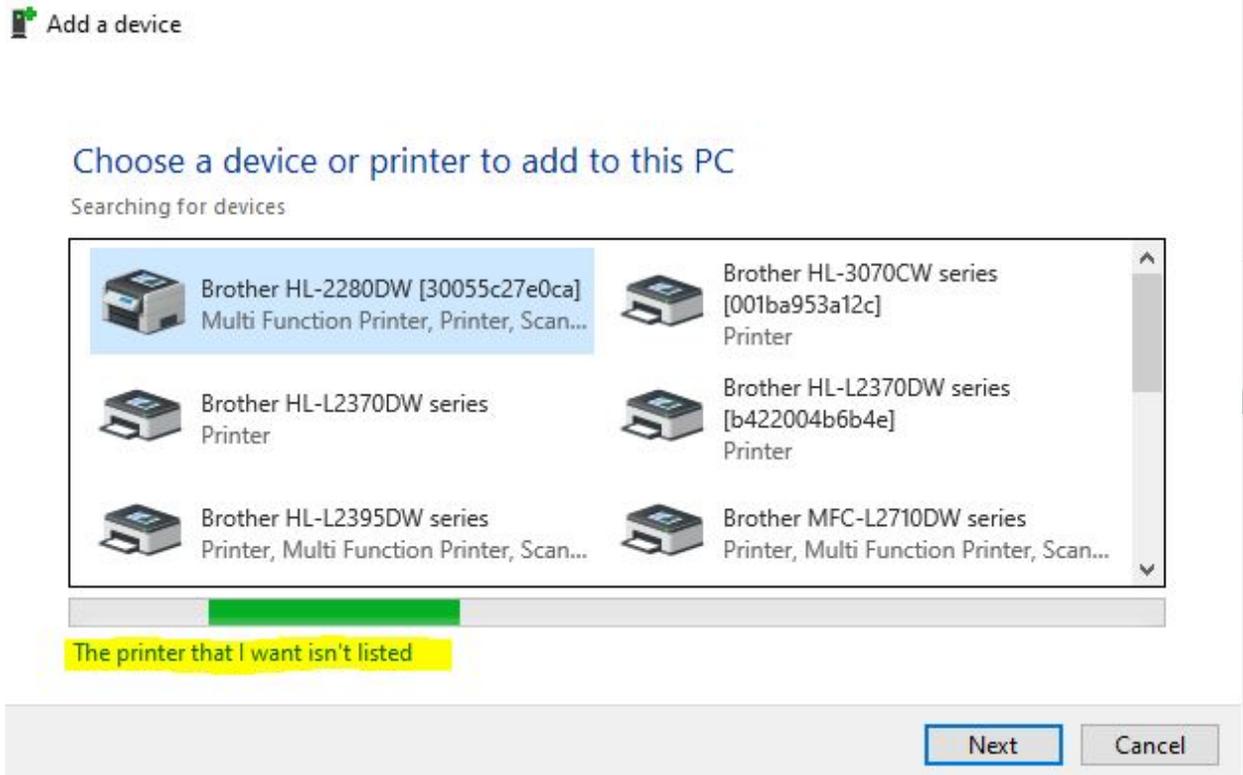
 Phone and Modem

 Recovery

This will let you “Add a printer” so click that option.



Go ahead and just click “The printer that I want isn’t listed”



You now want to “Add a local printer or network printer with manual settings”

← Add Printer

Find a printer by other options

- My printer is a little older. Help me find it.
- Find a printer in the directory, based on location or feature
- Select a shared printer by name

Browse...

Example: \\computename\printername or
http://computename/printers/printername/.printer

- Add a printer using a TCP/IP address or hostname
- Add a Bluetooth, wireless or network discoverable printer
- Add a local printer or network printer with manual settings

Next Cancel

You want to choose “Create a new port” and select “LPR Port” as the type.

← Add Printer

Choose a printer port

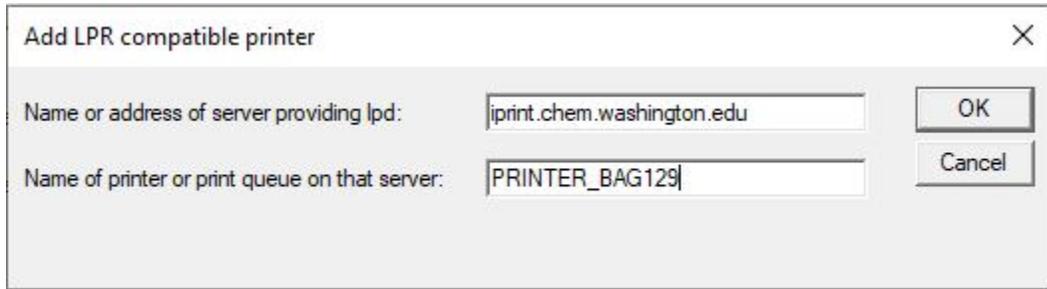
A printer port is a type of connection that allows your computer to exchange information with a printer.

- Use an existing port: LPT1: (Printer Port) ▾
- Create a new port:
Type of port: LPR Port ▾

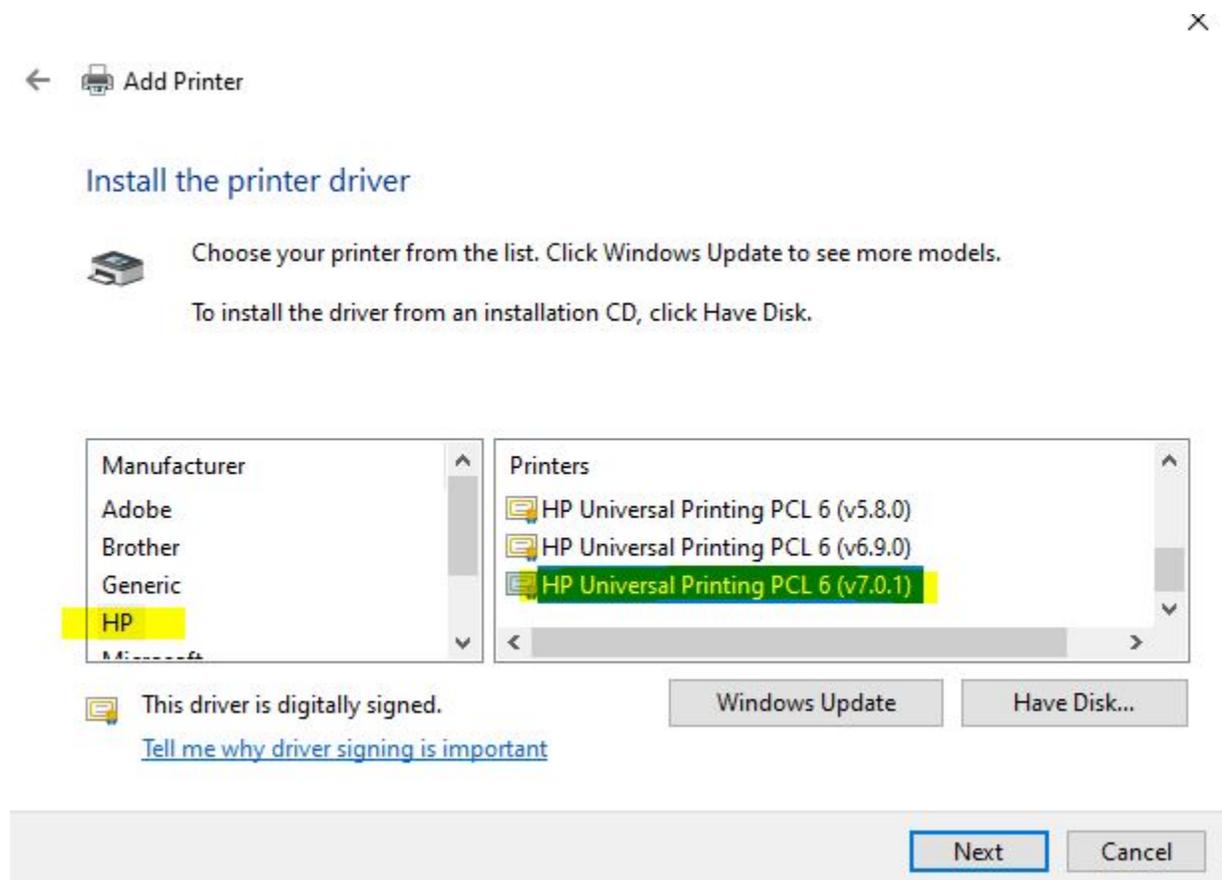
Next Cancel

In the printer information use: IPRINT.CHEM.WASHINGTON.EDU in the “Name or address of server providing lpd:” In the “Name of the printer or print queue on that server” you use the following based on the printer you want to add.

- 129 Black and White Bagley Hall use: “PRINTER_BAG129”
- 129A Color Laser Bagley Hall use: “BAG129_RICOH_C307_COLOR”
- 304L Black and White Chemistry Building use: “CHB304L_HP4014”



(This example is installing the Black and White BAG 129 Printer)



You may or may not get a dialog box asking if you want to use the current driver or replace it. You can choose either option at this point if you get this question. (If you haven't already used this driver, you will not get asked this question)



←  Add Printer

Which version of the driver do you want to use?

Windows detected that a driver is already installed for this printer.

Use the driver that is currently installed (recommended)

Replace the current driver

Next

Cancel

You will then be asked to name the printer. You can call it whatever make sense to you, so you know what printer it is. (The example below is for the BAG 129 printer)



←  Add Printer

Type a printer name

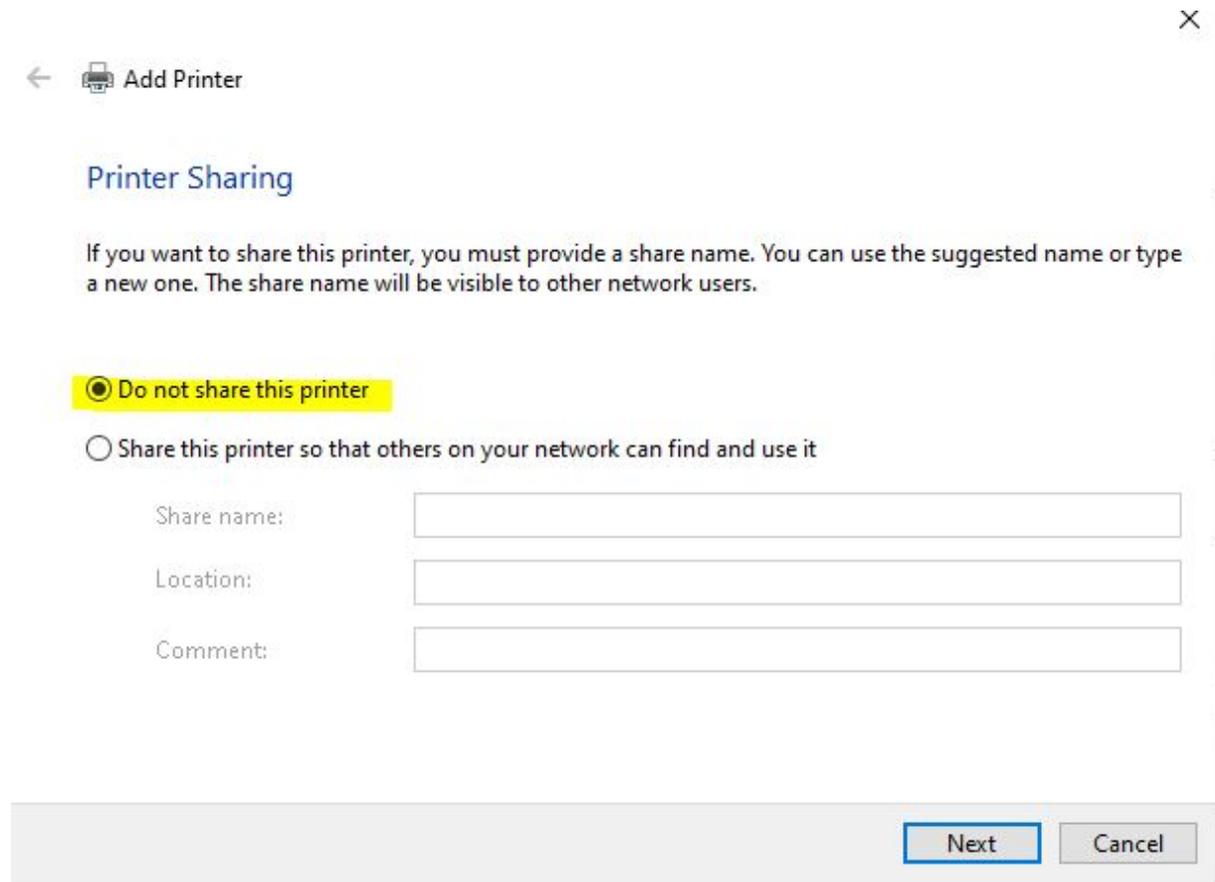
Printer name:

This printer will be installed with the HP Universal Printing PCL 6 (v7.0.1) driver.

Next

Cancel

You should then select “Do not share this printer.”



The image shows a Windows dialog box titled "Add Printer" with a printer icon and a back arrow. The "Printer Sharing" section is active, displaying instructions: "If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users." Two radio buttons are present: "Do not share this printer" (selected and highlighted in yellow) and "Share this printer so that others on your network can find and use it". Below these are three input fields labeled "Share name:", "Location:", and "Comment:". At the bottom right, there are "Next" and "Cancel" buttons.

←  Add Printer ×

Printer Sharing

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

Do not share this printer

Share this printer so that others on your network can find and use it

Share name:

Location:

Comment:



←  Add Printer

You've successfully added BAG 129 Black and White

Set as the default printer

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](#)