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.
BitLocker Drive Encryption

Default Programs

File Explorer Options

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

Add a device  Add a printer

Devices (10)

DELL P2210  DELL P2417H  Dell USB Optical Mouse  EARNSHAW-PC  HD Pro WC92

Printers (14)

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

Choose a device or printer to add to this PC

Searching for devices

Brother HL-2280DW [30055c27e0ca]  Multi Function Printer, Printer, Scan...

Brother HL-3070CW series [001ba953a12c]  Printer

Brother HL-L2370DW series [b422004b6b4e]  Printer

Brother HL-L2395DW series  Printer, Multi Function Printer, Scan...

Brother MFC-L2710DW series  Printer, Multi Function Printer, Scan...

The printer that I want isn’t listed
You now want to “Add a local printer or network printer with manual settings”

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

Example: \computername\printname or http://computername/printers/printname\print

- 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

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

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
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)

Install the printer driver

Choose your printer from the list. Click Windows Update to see more models.

To install the driver from an installation CD, click Have Disk.
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)

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

Type a printer name

Printer name: BAG 129 Black and White

This printer will be installed with the HP Universal Printing PCL 6 (v7.0.1) driver.
You should then select “Do not share this 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: 

[Next] [Cancel]
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