How to install a printer by IP Address

In Safari, go to: <u>http://tru-univ-ps1.tru.univ/printers</u>

Search for the printer you would like to install. Document the "Name" and the IP Address from the "Location" column. I.e. **Name:** OL140_1-TOS203 and **IP:** 206.123.169.85



Name	Status	Location	Jobs	Model
AE121 1-HP4200	Door Open	Arts and Education 1st Floor - 206.123.160.253	0	HP Universal Printing PCL 6
AE253 2-LEX540-Colour	Ready	Arts and Education 2nd Floor - 206.123.171.92	0	Lexmark Universal v2
CAC314 xerox	Ready	Campus Activity Centre 3rd Floor - 206.123.168.159	0	Xerox Phaser 7400DN PS
HL405 1-TOS855	Ready	HOL 4thFloor - 206.123.167.2	0	TOSHIBA e-STUDIO855Series PCL6
OL140 1-TOS203	Ready	BCCOL 1st Floor - 206.123.169.85	0	TOSHIBA e-STUDIO203SD PCL6
OL140 2-HP4250	Toner Low	BCCOL 1st Floor - 206.123.163.7	0	HP Universal Printing PCL 6

Go to the "Apple Menu" – "System Preferences..."

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Select "Print & Scan"



Click the plus "+" sign to add printer.

O O Image: Show All	rint & Scan	
	No printers are available. Click Add (+) to set up a printer.	
Default printer:	Last Printer Used	
Default paper size:	A4 \$	
Click the lock to prevent further changes.		?

Click on the "IP" icon. Enter the Address (IP Address) and the Name of the printer. Click "Add" when completed.

ilt Fax	IP Windows	Search
Protocol:	Line Printer Daemon - LPD	ŧ
Address:	206.123.169.85	
	Valid and complete address.	
Queue:		
	Leave blank for default queue.	
Name:	OL140_1-TOS203	
Location:	BCCOL	
Print Using:	Generic PostScript Printer	\$
	The selected printer software isn't from not let you use all the features of your	m the manufacturer and may printer.

Click "OK" to finish adding the printer.

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Default Fax I	P Windows		S	earch	
/71FD	Setting up 'OL	.140_1-TOS20	03 '		
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OL140_1-TOS203	OL140_1-TO5203
	Open Print Queue
	Options & Supplies
1	ocation: BCCOL
	Kind: Generic PostScript Printer
	Status: Idle
Share	this printer on the network Sharing Preferences
Default printer:	Last Printer Used \$
Default paper size:	A4 \$

The newly installed printer will show up in the printer window.

If you have more than one printer installed, you can change the default printer in the "Default Printer" drop-down.

Show All	Q.
Printers OL140_1-TOS203 • Idle	OL140_2-HP4250
OL140_2-HP4250 Hidle, Last Used	Open Print Queue
	Location:
	Kind: HP LaserJet 4250 Status: Idle
Shar	e this printer on the network Sharing Preferences
+ - Default printer	✓ Last Printer Used
Default paper size	OL140_1-TOS203 OL140_2-HP4250
Click the lock to prevent further changes.	(?