

How to install a printer by IP Address

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

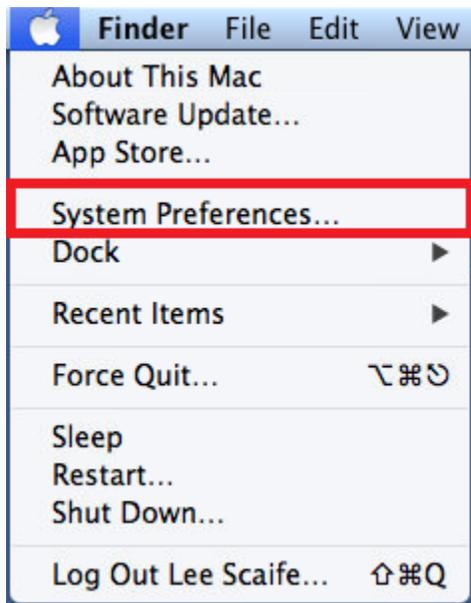
Search for the printer you would like to install. Document the “Name” and the IP Address from the “Location” column. I.e. **Name:** OL140_1-TOS203 and **IP:** 206.123.169.85



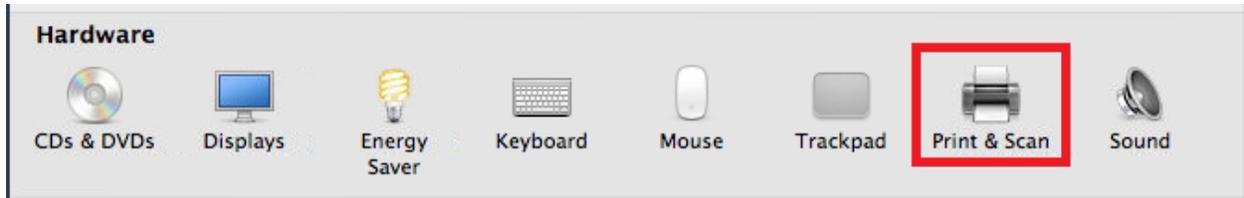
All Printers on tru-univ-ps1.tru.univ

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-STUDIO10855Series PCL6
OL140_1-TOS203	Ready	BCCOL 1st Floor - 206.123.169.85	0	TOSHIBA e-STUDIO10203SD PCL6
OL140_2-HP4250	Toner Low	BCCOL 1st Floor - 206.123.163.7	0	HP Universal Printing PCL 6

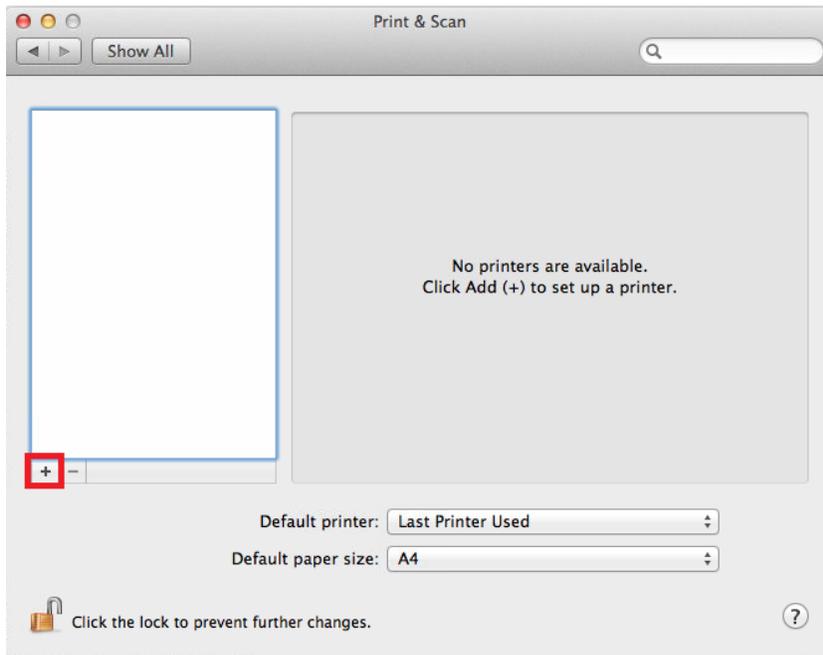
Go to the “Apple Menu” – “System Preferences...”



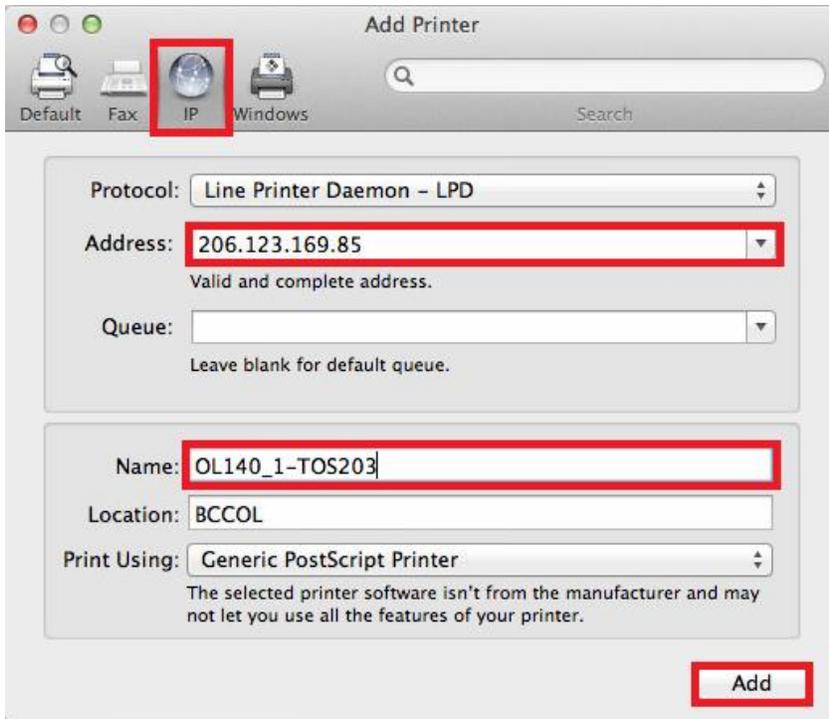
Select "Print & Scan"



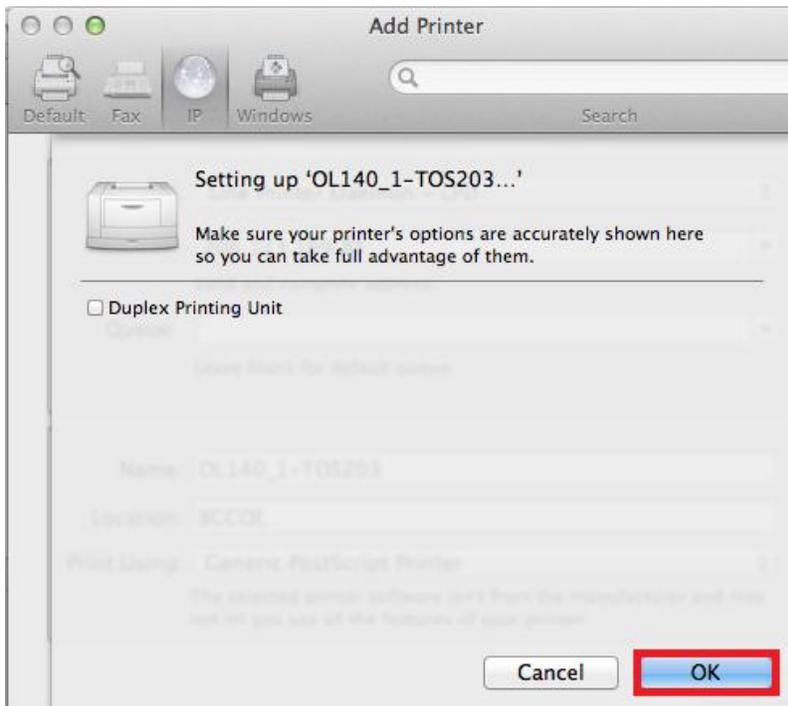
Click the plus "+" sign to add printer.



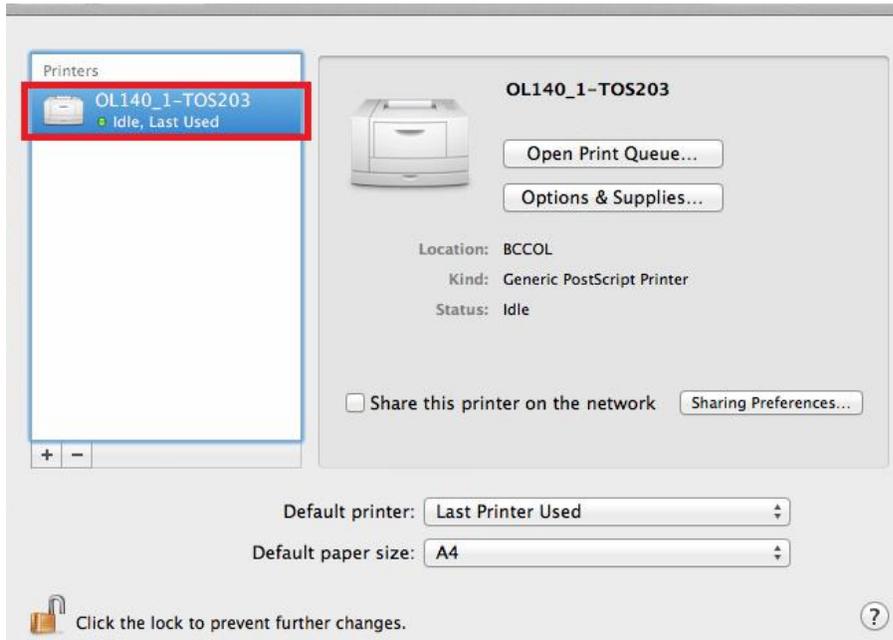
Click on the “IP” icon. Enter the Address (IP Address) and the Name of the printer. Click “Add” when completed.



Click “OK” to finish adding the printer.



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.

