Attaching A Network Printer Using The IP Address

1. Print out a configuration page (with IP Address) from the desired printer.
2. Click on Start ➔ Settings ➔ Printers and Faxes
3. Click on Add Printer under the Printer Tasks box on the left-hand side.
4. The Add Printer Wizard will appear. Click Next.
5. Select “Local Printer attached to this computer”, but uncheck the “Automatically detect and install my Plug and Play printer”.

6. Click Next.
7. On the Select a Printer Port, click on “Create a new port”.
8. Hit the drop-down arrow to the right of Local Port, and select Standard TCP/IP Port.
9. Click Next.
10. The Add Standard TCP/IP Printer Port Wizard will pop up.
11. Click Next.

12. Enter the IP Address of the printer you are trying to connect.
13. Click Next. Your Port Name will fill in automatically.

14. Click Next.
15. The printer information will display, click Finish.
16. You will be back in the Add Printer Wizard.
17. Select the appropriate Manufacturer and Printer from the Install Printer Software screen. Click Next.
18. The Use Existing Driver window will pop up. Click Next.

19. You will be asked to name the printer, and set it as the default. Click Next.
20. You will be asked to print a test page. Click Next.
21. Click Finish to add the printer.
22. You will see files load, and get a window asking if the test page printed correctly. Click Yes.
23. The printer is now added to the PC.