

Adding a printer via TCP/IP to a Windows 2000/XP PC

To add a printer via TCP/IP port, you need the following conditions:

- 1) A computer running Windows 2000 or XP.
- 2) A printer with an Ethernet card and a static IP address
- 3) Both devices to be connected to a network that supports DHCP (dynamic IP addresses)

1) Determining the printer's IP address:

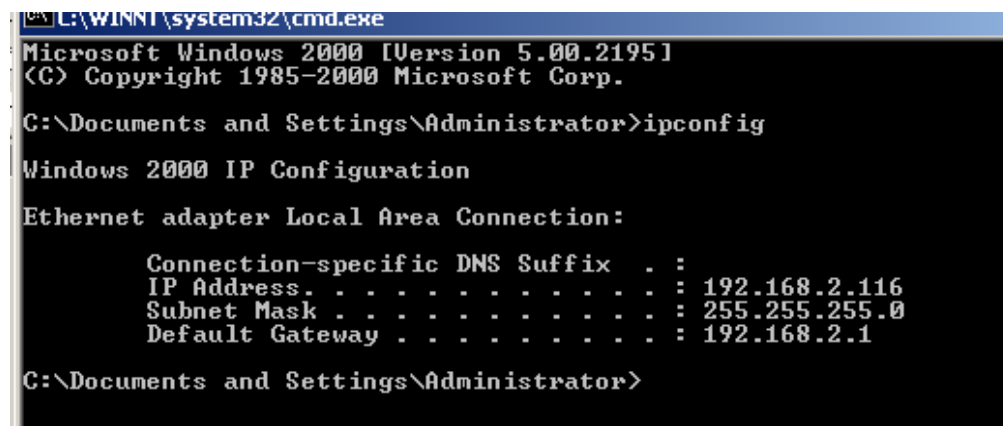
Most modern printers have a control panel in front. Listed below are directions for the common HP menu:

- Use the menu button and scroll right until you reach the *"Information"* menu.
- Use the Value button and scroll right until *"Printing Configuration"* option appears.
- Use the *"Select"* button to print a configuration page.
- On the configuration page, check under IP Address. This number should consist of 4 sets, each 1 to 3 numbers - e.g. 192.168.2.125. This is the IP or network address for the printer.

2) Ensuring the computer and printer are on the same network:

- Go to your computer, click the *"Start"* button then select *"Run"*.
- In this window, type *"cmd"* and press enter. A black DOS window will open.
- In this window, type *"ipconfig"* and press enter. A result similar to Fig 1. will appear

Fig 1.



```
C:\WINNT\system32\cmd.exe
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

C:\Documents and Settings\Administrator>ipconfig

Windows 2000 IP Configuration

Ethernet adapter Local Area Connection:

    Connection-specific DNS Suffix  . : 
    IP Address. . . . .               : 192.168.2.116
    Subnet Mask . . . . .             : 255.255.255.0
    Default Gateway . . . . .         : 192.168.2.1

C:\Documents and Settings\Administrator>
```

The first 3 sets of the IP Address should match the printer's IP address; in this example the printer and computer both have 192.168.2 as the first 3 sets, so they are on the same network.

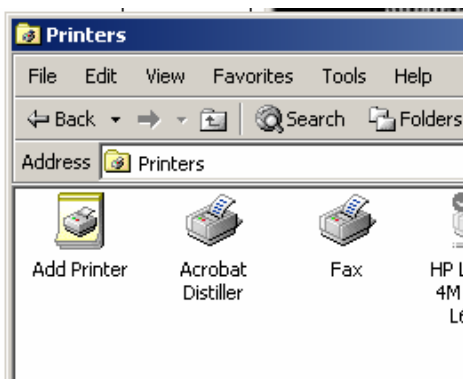
If they do not match, please consult your technical support provider.

3) Adding the printer to your computer:

Adding the printer via a TCP/IP port is very similar to adding a local printer. In this example, we are using Windows 2000 but the process is very similar for Windows XP.

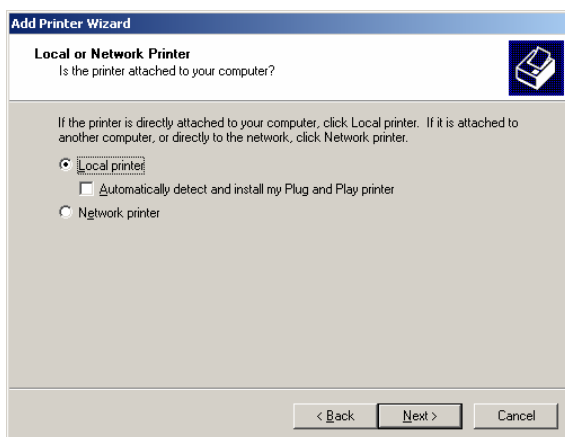
- Open your printer panel by going to Start, then Control Panel and then Printers. Your printer panel opens and looks similar to Fig 2.

Fig 2.



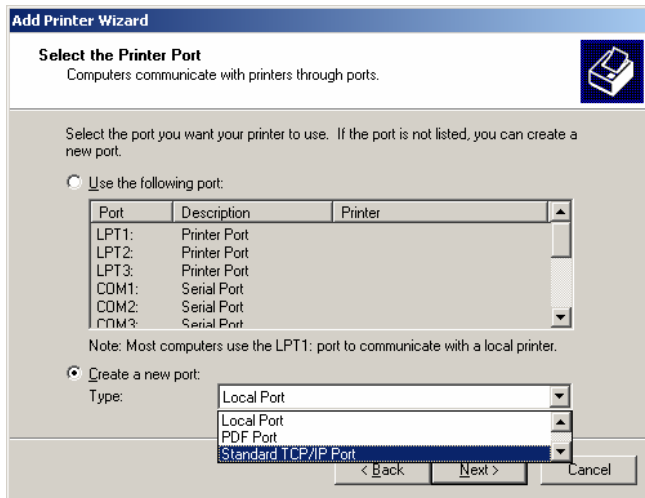
- Click the Add Printer icon and then Next.
- When prompted, select "Local Printer" and ensure "Automatically detect and install . . ." is unchecked, then select Next (Fig 3.)

Fig 3.



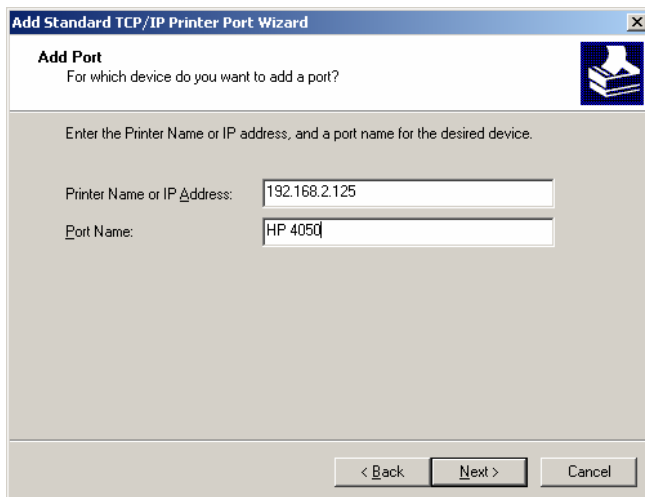
- At the Select Port window, select "Create a new port" and select "Standard TCP/IP Port" from the drop down menu, before selecting "Next".

Fig 4.



- Click Next when the "Add Standard TCP/IP Port" wizard appears.
- Insert the printer's IP Address in the "Printer Name or IP Address" field, in this example 192.168.2.125
- In the Port Name field, type a logical name for the printer, in this case the printer type, HP 4050. (Fig 5.)
- Click Next and the computer will try to locate the printer on the network. If this not successful, recheck your settings and information.

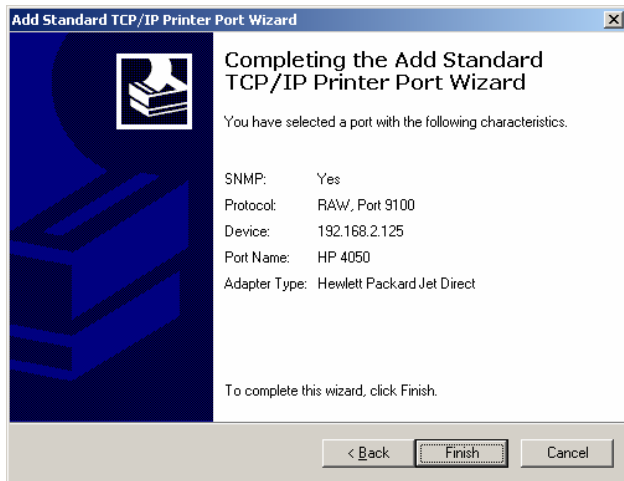
Fig 5.



If the setup is successful, the wizard will finish and display the summary information.

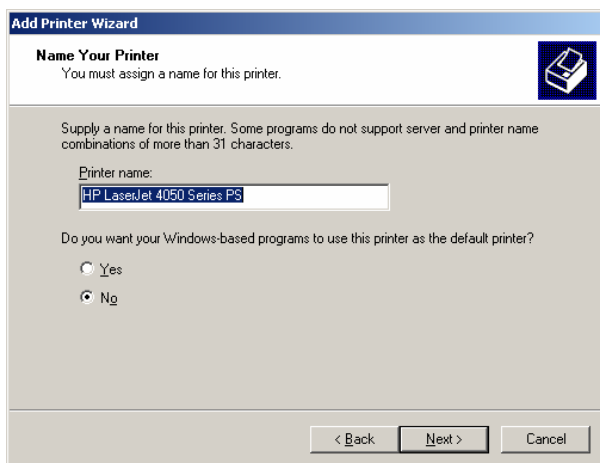
- Click "Finish".

Fig 6.



- When you are returned to the main wizard, select "Next" and then select the correct printer type and model, then "Next".
- At the next window (Fig 7.), name your printer and set it as the default, if desired. Press "Next".

Fig 7.

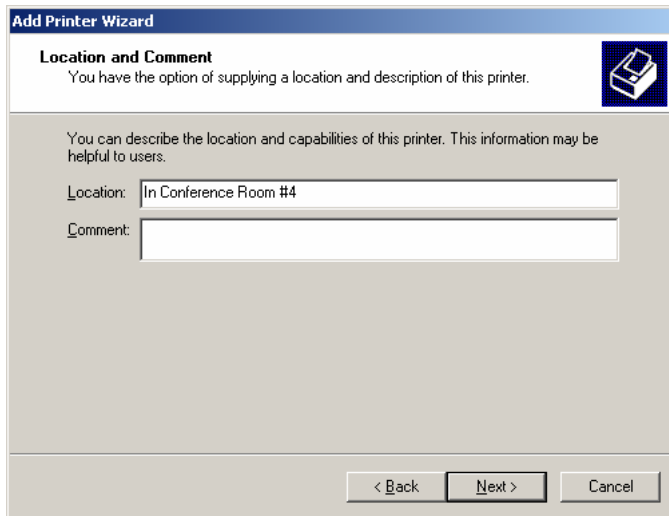


Choose a share name if you wish to have other computers on the network print to the printer from your computer.

- Select "Do not share this printer" if you choose not to share it.
- Select "Next" when complete.

Add location information and any comments in the next window (Fig. 8). This is useful when there are multiple shared printers on the network.

Fig 8.



- Print a test page when prompted and then select "Next".
- Select "Finish", (Fig. 9) the printer installs and prompts you to confirm a successful test page.
- Select "OK" if the print was successful and you are done!

Fig. 9

