

Instructions for connecting to the printers in the labs with XP

Note: During the installation of the printer, you will be asked for a driver. If your machine does not already have a driver for the printer you are trying to install, you will need to visit <http://www.hp.com>, and type LaserJet 4100 or LaserJet 4200 in the box labeled Search to locate the driver for your operating system.

1. Click Start, Printers and Faxes
2. Click Add a Printer
3. When the “Welcome to the Add Printer Wizard” opens, click Next
4. Select “Local printer attached to this computer” and unselect “Automatically detect and install my Plug and Play printer”
5. Click Next
6. In the “Add Printer Wizard” dialog box, select “Create a new Port”, and in the drop down list next to “Type of port” choose “Standard TCP/IP Port”
7. Click Next and the “Add Standard TCP/IP Printer Port Wizard” will open
8. Click Next
9. For the “Printer Name or IP Address” enter one of the following:
 - hplj19.cis.usouthal.edu for FCE 19
 - hplj21.cis.usouthal.edu for FCE 21
 - hplj23.cis.usouthal.edu for FCW 23
10. The port name will be filled in automatically. If you get an error saying that there is already a port by that name, simply add a character or digit to the name until you find a unique one
11. Click Next
12. Under Device Type, choose Standard and select “Hewlett Packard Jet Direct”
13. Click Finish
14. In the next dialog box, choose HP for the manufacturer. If you do not see the model of printer on the right, you will need to exit this session and download the correct driver. For FCE 21 and FCW 23, the model of the printer is LaserJet 4100, and for FCE 19, the model of printer is LaserJet 4200
15. After you have selected the correct driver, click Next, or click Have Disk if you have downloaded the driver to your machine. You will need to indicate where the driver is located to proceed.
16. Click Next
17. If asked to use the existing driver, choose Keep existing driver, and click Next
18. Give the printer a name. This is local to your machine so you can call it anything
19. If you have other printers installed on your machine, make sure that you choose No when asked if you want to make this printer the default printer
20. Click Next, and choose “Do not share this printer”
21. Click Next, and choose Yes or No if you want a test page printed
22. Click Next, and then Finish

If you have any questions, please send them to lynn@cis.usouthal.edu

Instructions for connecting to the printers in the labs with Vista

Note: During the installation of the printer, you will be asked for a driver. If your machine does not already have a driver for the printer you are trying to install, you will need to visit <http://www.hp.com>, and type LaserJet 4100 or LaserJet 4200 in the box labeled Search to locate the driver for your operating system.

1. Click Start and Control Panel
2. Choose Classic View and double-click the icon for Printers
3. Click Add a Printer, and select "Add a Local Printer"
4. When asked to choose a printer port, select "Create a New Port"
5. For the type of port, select "Standard TCP/IP Port"
6. Click Next
7. Choose "TCP/IP Device" for the Device Type
8. Enter one of the following in the input box next to "Hostname or IP address"
 - hplj19.cis.usouthal.edu for FCE 19
 - hplj21.cis.usouthal.edu for FCE 21
 - hplj23.cis.usouthal.edu for FCW 23
10. The port name will be filled in automatically. If you get an error about the port name already existing, add a digit or character to the end of the name to make it unique.
11. Make sure you check the box by "Query the printer and automatically select the correct driver to use". If you do not have the correct driver, you will need to exit the session and download the correct driver
12. If you get a dialog box that says the printer driver already exists, choose "Use the driver that is currently installed" Go to step 15
13. If you get the "Additional Port Information Required" dialog box, select Standard for the Device Type, and select Hewlett Packard Jet Direct in the drop down list
14. Click Next and choose HP for the manufacturer and the correct model for the printer you are trying to install. For FCE 21 and FCW 23, the model is LaserJet 4100. For FCE 19, the model is LaserJet 4200
15. Click Next and choose a printer name. This is local so you can name it anything you want
16. If you have other printers installed on your machine, make sure you uncheck "Set as the default printer"
17. Click Next
18. If you want to test the printer, you can choose "Print a Test Page"
19. Click Finish

If you have any questions, please send them to lynn@cis.usouthal.edu