

Adding a Network Printer in Pharmacy, Nursing and Health Sciences

These are the basic instructions for how you can add a network printer to your machine in our environment. We leave out the exact details because there are several versions of Windows and the instructions vary from version to version. The general method is the same, however.

First, visit the web site of the manufacturer of the printer (HP, Brother, Lexmark, etc.) and find the driver for the printer you have. The manufacturer usually has a "Support and Drivers" link off their front page. You can typically do a search for the model number of the printer you are installing. Usually, you can download and unzip the driver to a location on your hard drive. Make a note of this location.

On your computer, click Start, Control Panel and look for the icon that contains printers (this is different in different version of Windows). In the control panel for Printers, find and select the Add Printer option. This should start up a process that walks you through the install.

- Add a Local Printer (do not have it search automatically). This is counterintuitive since we are installing a network printer, but this is the process. Select Local Printer.
- Create a new port, select TCP/IP for the type
- Type in the IP address of the printer you are adding (do not have it query the printer). The address will start with 128.210.xxx.xxx. To determine the IP address do one of the following:
 1. look at the printer and see if we left the IP address taped to the printer
 2. print a network configuration page from the printer
 3. contact us and we can look it up
- When it asks for what driver to use, select Have Disk and find the place you noted after downloading and unzipping the driver
- You might be asked what kind of network card to use, select generic
- Give the printer a name you will recognize it by
- Do not share the printer
- Set as default printer to taste
- Send a test page or don't. We typically like to test it using a Word document just to be sure