Mapping a Networked Printer – Psych Dept

macOS

1. Open System Preferences, either by clicking the gear icon in the Dock or by clicking the Apple menu in the top-left corner > System Preferences.

2. In System Preferences, click “Printers & Scanners.”

3. On the left-hand side of the window, under the list of printers, click on the plus (+) icon to add a printer.
4. Click on IP (the globe icon) at the top of the pop-up window.

5. In the Address field, enter the printer Hostname or IP Address.

   HP LaserJet 4350n: **p_63_430_01.printer.isu.edu**
   HP OfficeJet Pro 8025: **p_63_430_02.printer.isu.edu**
   HP LaserJet Pro M402dn*: **p_63_430_03.printer.isu.edu**
   *Psychology Clinic Network Only
6. The protocol needed varies by printer, but AirPrint works most of the time.
7. After your Mac has communicated with the Printer and the "Use" field is populated with a driver, give the printer a name.
8. Click Add.

To print a test page to verify successfully adding the printer:
1. From the "Printers & Scanners" page of System Preferences, double-click on the printer.

2. The printer’s app will open. From here, you can also use the Scan and Fax options on the printer, as well as see the printer's supply levels and queue.
3. With the printer app open, in the Menu bar at the top of your screen, click Printer.
4. Click "Print test page."
Windows 10

1. On the bottom left of your desktop, click on the Windows Start Menu icon.
2. Click on the gear icon to open up Windows Settings.
3. Click on the “Devices” tab.

4. Click on the “Printers & Scanners” tab.

5. Click on “Add a printer or scanner.”
6. Wait until the option “The printer that I want isn't listed” appears, then click it.

7. Click on “Add a printer using a TCP/IP address or hostname” checkbox, then click Next.

8. Ensure that “Device type” is set to “Autodetect.”
9. For the “Hostname or IP address” field, enter in the following DNS name: The Port name will automatically copy from the Hostname.
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10. After the printer has been contacted, the following window will pop up. Feel free to name the printer.
11. Printer sharing is entirely optional. Feel free to use your own judgement here. Click Next when you have completed this step.
12. Done! Feel free to print off a test page to confirm the process has completed successfully.