

Installing Wireless Printing on Windows Laptops

- 1) Install all updates for your machine.
- 2) Click the **Printing & Copying** link on the Services tab of www.library.musc.edu.
- 3) This will take you to a Box folder that has the drivers for our printers.
- 4) Open the Windows folder.
- 5) Download the driver/s for the printer/s you wish to install.
- 6) Once the download is finished, double click the driver to start the install process.
- 7) You may get a button marked **Add Printer**, you can click this or click **Start** on the menu bar.
- 8) Select **Control Panel**.
- 9) Select **Devices and Printers**.
- 10) Select **Add a Printer**.
- 11) Select **Add a Local Printer**.
- 12) Choose to **Create a New Port**.
- 13) Choose **Standard TCP/IP Port**.
- 14) Hostname = **goprint-sw.library.musc.edu**
- 15) Port Name:

Printer Name	Model	Queue/Port Name
4th floor Color	HP LaserJet M551	4flcolor
4th floor B&W A	HP LaserJet M602	4flbwa
4th floor B&W B	HP LaserJet M602	4flbwb
3rd floor Color	HP LaserJet M551	3flcolor
3rd floor B&W	HP LaserJet M602	3flbw
2nd floor Color	HP LaserJet M551	2flcolor
2nd floor B&W A	HP LaserJet M602	2flbwa
2nd floor B&W B	HP LaserJet M602	2flbwb

- 16) Device Type is Standard – Generic Network Card.
- 17) Use the driver that is currently installed. This step may not appear.
- 18) Choose the driver for the printer you are installing. Choose HP then scroll through the list until you find the correct model number.
- 19) Choose an easily recognizable printer name. (i.e. MUSC Library 3rd floor color)
- 20) Choose **Do not share this printer**.
- 21) You can choose to set the printer as the default or not.
- 22) Click **Finish**.
- 23) Right click on the installed printer.
- 24) Select **Ports**.
- 25) Select **Configure Port**.
- 26) Type in the Port Name and Queue Name from the list above. Ensure that the Printer Name or IP address reads goprint-sw.library.musc.edu
- 27) Choose **LPR** for the protocol.
- 28) Check the box for **LPR Byte Counting Enabled**.
- 29) Click **OK**.
- 30) Click **Close**.
- 31) When you print, the name of your computer will appear on the GoPrint station.