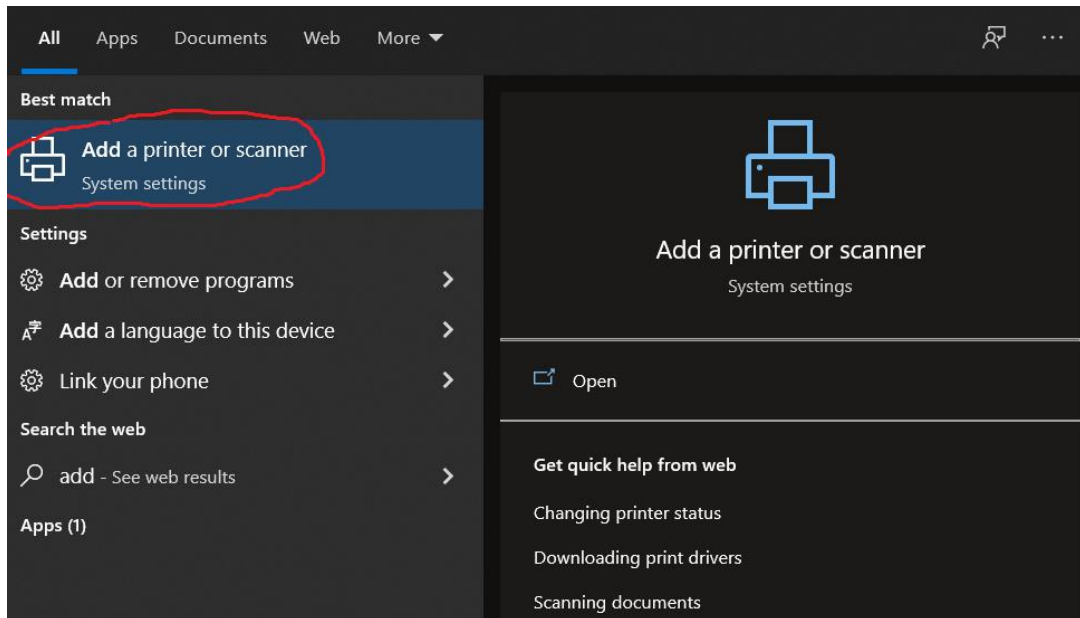


## Printing from the APS wireless “Guest” network

To enable printing from the APS “Guest” network you must first add a printer to your system.

Click on “Start”,

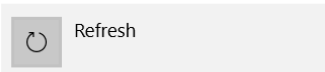
Type “Add a printer” (you may not need to type the whole phrase, once it pops up just click it)



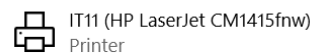
Click on “Add a printer or scanner”

This will cause the system to begin to look for printers that it can find. After a short while you should see an option – “The printer that I want isn’t listed”. Click on that as soon as it shows up.

Add printers & scanners




Searching for printers and scanners



[The printer that I want isn't listed](#)

On this next screen -

Click the button to “Add a printer using TCP/IP address or hostname”.

←  Add Printer

Find a printer by other options

My printer is a little older. Help me find it.

Find a printer in the directory, based on location or feature

Select a shared printer by name

Example: \\computername\printername or  
http://computername/printers/printername/.printer

Add a printer using a TCP/IP address or hostname

Add a Bluetooth, wireless or network discoverable printer

Add a local printer or network printer with manual settings

Then click “Next”.

On this screen -

Change the device type to "TCP/IP Device".

Fill in the hostname of the printer that you want to use. (You may be able to find this on a label on the front of the printer)

De-select the option to query the printer for the driver.

← Add Printer

Type a printer hostname or IP address

Device type: TCP/IP Device

Hostname or IP address: → it4.aps.anl.gov

Port name: it4.aps.anl.gov

Query the printer and automatically select the driver to use

Next Cancel

Click "Next".

On this screen –

The system will try to detect the TCP port but will fail. This is normal. Wait for it to finish.

←  Add Printer

### Detecting TCP/IP port

Detecting the TCP/IP port..  
Windows will automatically move to the next page when the detection is done.



Next

Cancel

On this screen -

It will indicate that it failed to find the printer.

←  Add Printer

### Additional port information required

The device is not found on the network. Be sure that:

1. The device is turned on.
2. The network is connected.
3. The device is properly configured.
4. The address on the previous page is correct.

If you think the address is not correct, click Back to return to the previous page. Then correct the address and perform another search on the network. If you are sure the address is correct, select the device type below.

Device Type

Standard

Custom

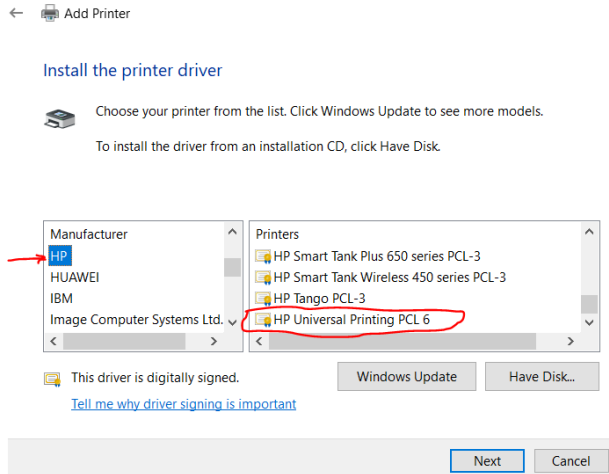
Next

Cancel

This is normal. Click “Next”.

On this screen -

You will need to find a suitable driver for the printer. Look through the list to see if there is one listed that matches the printer model or click on “Windows update” to check the Microsoft repository for a driver.



For HP printers, a good driver to use is the “HP Universal printing PCL6” driver. (HP Universal printing PS driver will work as well).

NOTE: It is very important to pick the correct driver. If you do not - the printer may print a bunch of garbage and consume a lot of paper. It is best to check your first print while you are by the printer.

Click “Next” to continue.

On this screen –

Give the printer a name. It can be any name and does not need to be the TCP name. This is the name that will show up in the pick list when you go to print.

← Add Printer

Type a printer name

Printer name: → IT4

This printer will be installed with the Microsoft PS Class Driver driver.

Next Cancel

Click "Next".

On this screen –

Make sure that you do not share the printer.

← Add Printer

Printer Sharing

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

Do not share this printer

Share this printer so that others on your network can find and use it

Share name:

Location:

Comment:

Next Cancel

Click "Next".

On this screen –

You can choose to set this printer as your system default printer if you want. Otherwise, you can also do it later. It is recommended that you do not print a test page yet.

←  Add Printer

You've successfully added HP Universal Printing PS

Set as the default printer

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

Click on “Finish”.

At this point the printer has been added to your system and you should be able to print. The first time that you print you should be near the printer so that you can check the output to make sure that it is valid. If the printer starts printing a bunch of garbage, then you have selected the wrong driver. Cancel the print job on the printer to stop it from further printing and go back and select a different driver.

Note: Not all printers are available for printing from the “Guest” network. If you try to print and nothing comes out, then this could be the cause. Place a Help Desk request is available on the guest network or to get the printer added to the guest network at <https://Vector.anl.gov>.