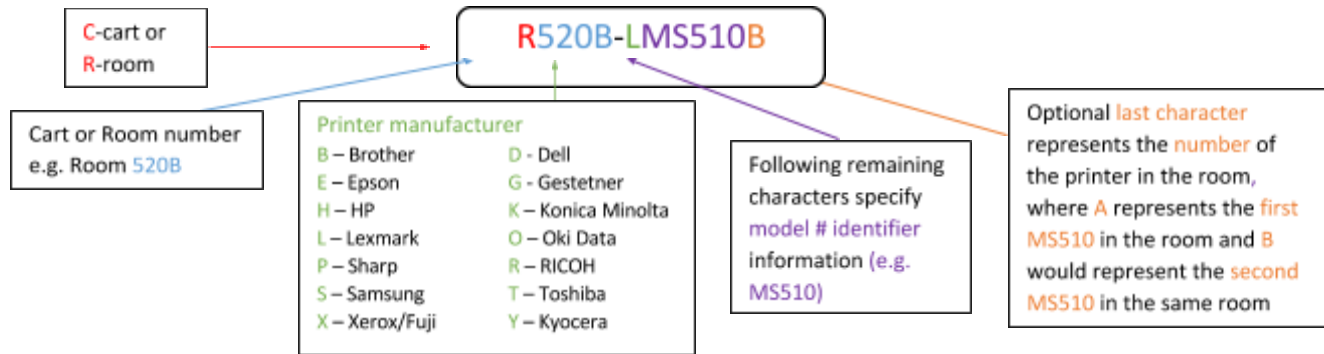


Configuring Printers Settings

A. Configuring a network printer to the school's wired network

- Connect the printer to the wired network
- Print out the network report page
- Enter the IPV4 address from this page into the web browser's address bar to log into the printers print server.
- Navigate to the printer's network settings
- Uncheck the "Enable BOOTP option".
- Enter a Hostname AND Bonjour name following the format below



- Check all the Tray Sizes including MP Feeder and Change all Paper Type to the correct paper type e.g. Plain Paper, Glossy or Labels.
- Apply the settings
- Restart the printer and wait for 1 minute after the printer reboots completely. Print out the network report page again. **NOTE:** If the printer does not say "Registered" for WINS, you need to call the NOC (718) 935-3662 as the DNS server for the site may be down.
- NOTE:** If configuring the printer as an ATS Printer, please call Central LAN group (718) 935-2358 to get an available static IPV4 and set the printer to that static IPV4.

B. Configuring a network printer to the school's wireless network

- Complete Procedure A (Configuring a network printer to the school's wired network) – Steps a-g above.
- Navigate to the printer's network settings and select wireless, (if available)
- Enter the schools SSID and Security password for the wireless network
- Leave the printer's default network interface card to Auto (this will auto connect to either wireless network or wired network).
- Disconnect the wired Ethernet cable from the printer.
- Restart the printer and wait for 1 minute after the printer reboots completely. Print out the network report page again.

Setting up Printers on Windows Computers

C. Installing printer driver on workstation (Windows Computers)


- Go to the computers Devices and Printer settings.
- Go to add a printer.
- Select "Local Printer"
- Select "Create a new port"
- Select "Standard TCP/IP Port"
- Enter Hostname if using DHCP address on instructional, admin network **OR** IP address if set to Static Address of the printer. Example: **R520B-LMS510B** for instructional DHCP network and Admin DHCP network **OR** 10.x.y.z (where z is between .9 and .39).
- Install the latest version of Universal PS Driver from the Manufacturer Website for all newer models **OR** install the latest version of Universal PCL driver for printer over 10 years old. **Do NOT use Lexmark model (MS) driver or WSD Driver.**
- Print a confirmation test page.

Setting up Printers on Apple Computers

D. Installing printer driver on workstation (Apple computers)

- a. Verify the Printer and Mac has connectivity to network
- b. Click on the Apple icon in the upper left hand corner and select System Preferences
- c. Click on Printers and Scanners (or Print & Fax on older Mac OS)
- d. Click on the + button at the bottom of the column on the left
- e. For DHCP connected printer:
 - i. Select **Default** at the top of the window and select your printer from the **Name** column and the **Kind** as Bonjour (or Bonjour Multifunction).
- f. For static IPV4 connected Printer:
 - i. Click on **IP** at the top of the window
 - ii. Enter the IP in the **Address:** Field
 - iii. Enter a Name that is easier to memorize in the **Name:** box (See Procedure A – Step f)
- g. If the printer does not detect the current series of printer in the **Use:** drop field, please download and install the drivers from the Web and Repeat these steps.
- h. Click **Add** to complete printer installation.
- i. Print a confirmation test page.

Setting up Google Cloud Print Ready printers

- a. Make sure you have the latest firmware update on the printer. For information on how to upgrade firmware, see the manufacturer's instructions.
- b. From a Windows or Mac workstation that is on the same network as your printer, launch the Chrome browser only and log in as the administrator of the Google domain (and if necessary, log out any other users from Chrome)
- c. In another tab, type the IPV4 address of your printer and press enter
- d. Go to Google Cloud Print option for the printer (e.g. Settings -> Network/Ports -> Google Cloud Print). If you don't see that option, you may have an unsupported printer. For a supported list of printers, go to <https://www.google.com/cloudprint/learn/printers.html>
- e. Register your printer by using any one of the Google Domain administrator from the school or office the printer is located at
- f. From the Google console, create a printer group with the same owner for that printer and add the users that you want to have access to the printer(s)
- g. From a Chromebook or Chrome browser, logon using the domain administrator you registered the printer. Go to <https://www.google.com/cloudprint#printers> and select the printer owned by you and click on 
- h. You may add individual user of your choice or add a group that you created to have access to the printer
- i. Print a confirmation test page.

Setting up your printer for AirPrint

- a. AirPrint should work as long as iPad and Printer are connected to same wireless network (nothing to configure)
- b. For a list of printer models that support AirPrint, go to <http://support.apple.com/kb/HT4356>
- c. If the printer is on the AirPrint certified list in step 2 and the iPad does not find the printer, it may be necessary to upgrade the printer's firmware.
- d. For information on how to upgrade firmware, see the manufacturer's instructions.