How do I add a network printer to my Windows PC?

If you are running Windows 7 or 10, you can add a network printer from the following list:

<table>
<thead>
<tr>
<th>Location</th>
<th>Queue Name(s)</th>
<th>Printer Type</th>
<th>Output Type</th>
<th>IP Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 235 (hall)</td>
<td>hp277-235area</td>
<td>black-white</td>
<td>single-sided / duplex</td>
<td>150.135.108.119</td>
</tr>
<tr>
<td>Room 542 (hall)</td>
<td>hp4300-542hall</td>
<td>black-white</td>
<td>single-sided / duplex</td>
<td>150.135.109.237</td>
</tr>
<tr>
<td>Room 351A</td>
<td>hp3525-351a</td>
<td>color</td>
<td>single-sided / duplex</td>
<td>150.135.108.169</td>
</tr>
<tr>
<td>Room 444 (hall)</td>
<td>hp277-444</td>
<td>color</td>
<td>single-sided / duplex</td>
<td>150.135.108.103</td>
</tr>
</tbody>
</table>

To print duplex from a Windows PC or a Mac, use the Print/Print Setup/Print Preview GUI to select double-sided printing. To print duplex from a Solaris machine, use the appropriate -dup queue.

2. Login on your Windows PC as administrator or a user in the administrator group.

3. Add the printer using HP JetDirect, which comes pre-installed with Windows 10.

   Click Settings -> Printers -> Add Printer.

   Click Next.

   Click Local printer.

   (Yes, you click "local" to add a network printer using HP JetDirect.)

   Unclick "look for plug-n-play device".
Click Create a new port.

Click Standard TCP/IP port.

Click Next.

Type the printer name in first field.

*(For hp4300-351a enter the printer's IP address instead.)*

The second field will fill in automatically.

Click Next and wait a moment for the driver selection screen to come up.

Select the printer manufacturer (e.g., HP).

Select the printer model, or the closest matching entry.

Windows will find and load the correct printer driver, which is usually already on the c:/ drive.

Click Next.

Click No.

Click Do not share.

Click Yes.

Click Finish.

Click OK.