

CONNECTING TO P-A NETWORK PRINTERS

MSU Physics-Astronomy IT Helpdesk
Connecting to P-A Network Printers, 14.0

Article Name: Connecting to P-A Network Printers

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Applies to OS: Windows 10; Windows 11

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This article details the steps required to connect to the P-A network printers in BPS.

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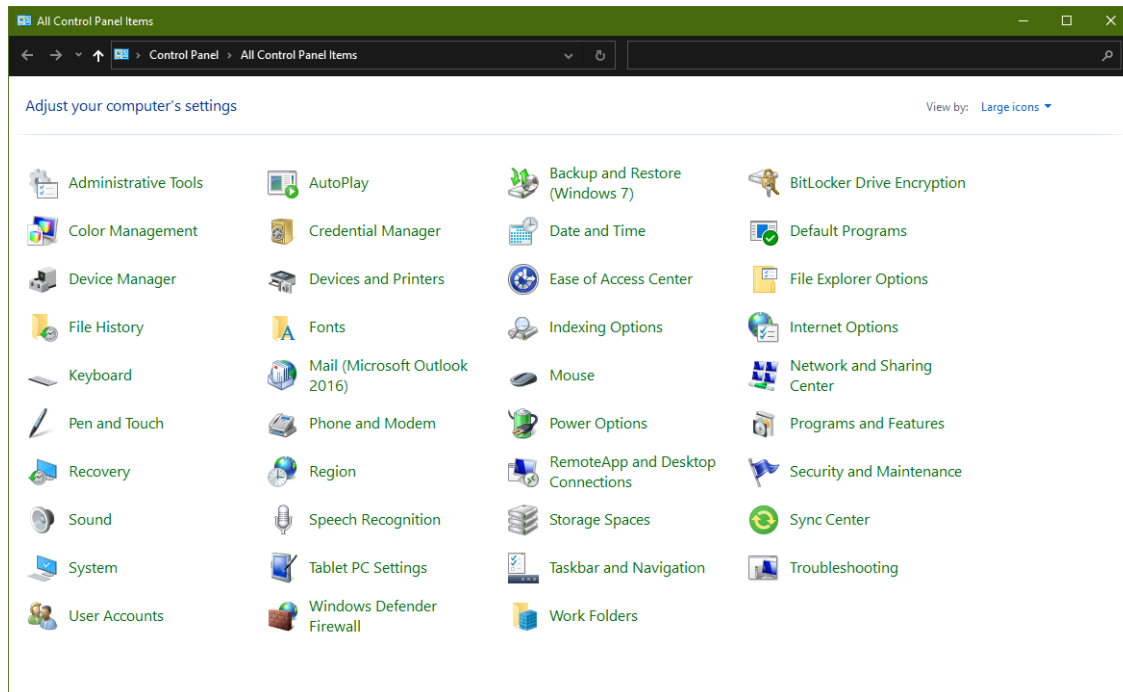
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Option 1: Connecting via IP Address

NOTE: You may need to install a driver for the printer before attempting to connect.

To connect to a network printer in BPS using its IP address, perform the following steps:

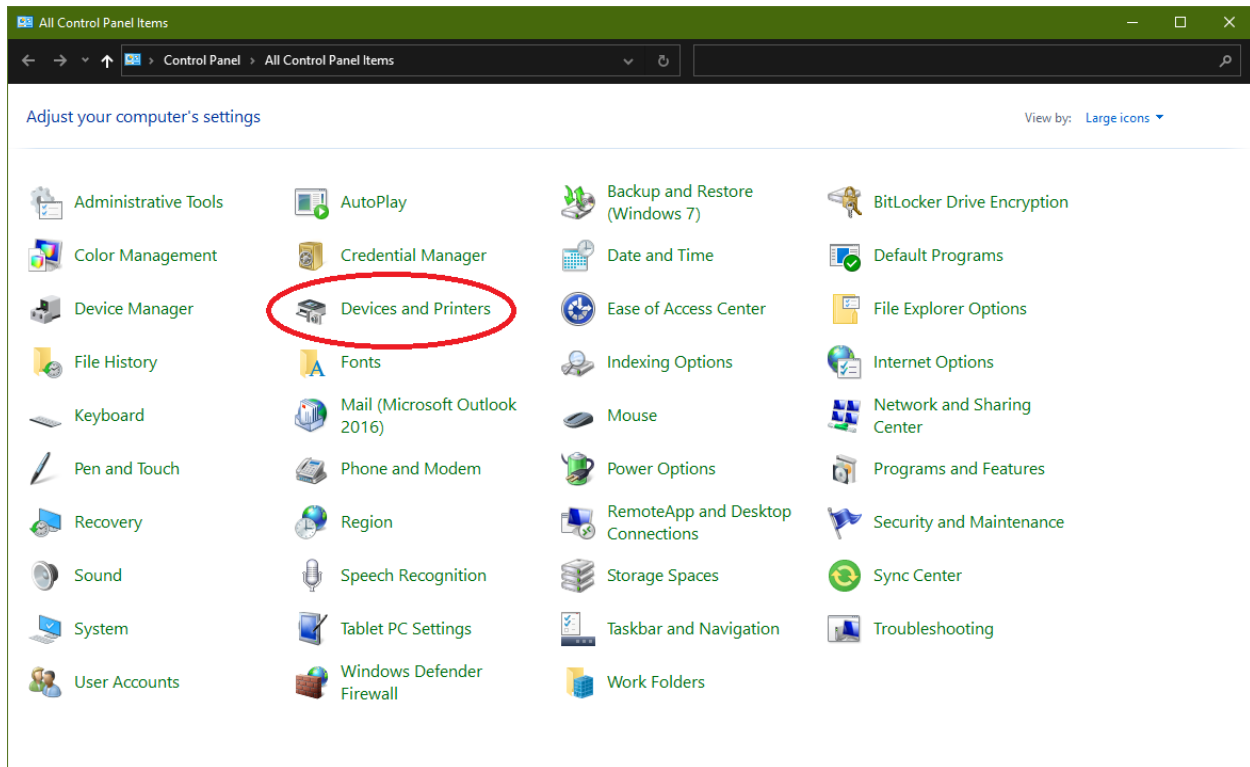
1. Open the Windows Control Panel by opening the start menu and searching for “Control Panel”.
2. Make sure the Control Panel window is set to display “Large Icons”. The button for this setting is in the upper-right corner of the window, as pictured below:



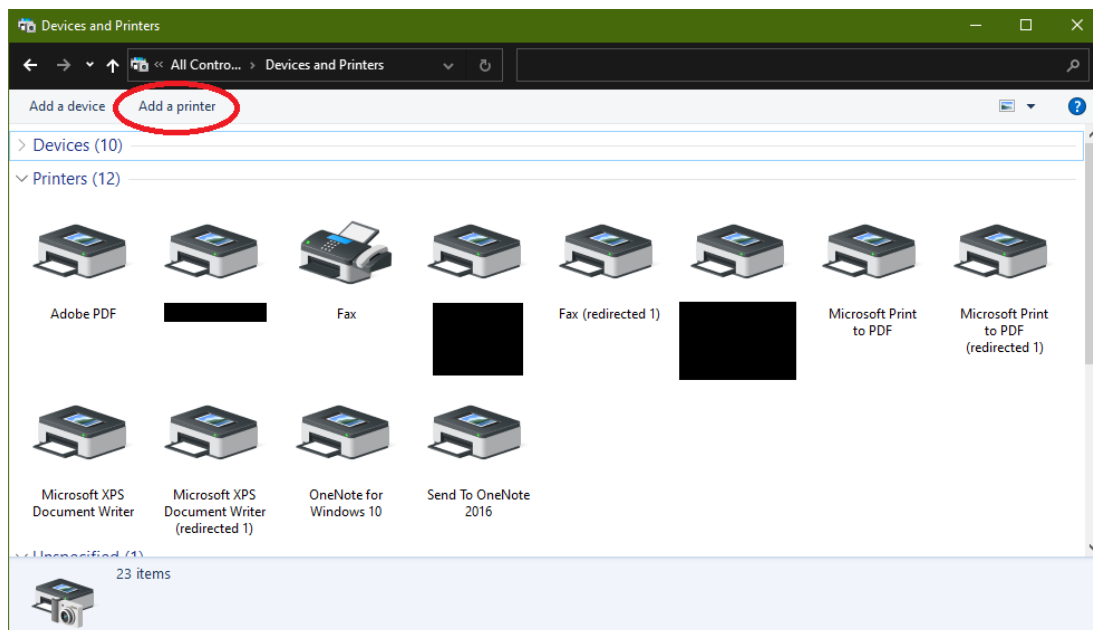
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3. Click on “Devices and Printers”



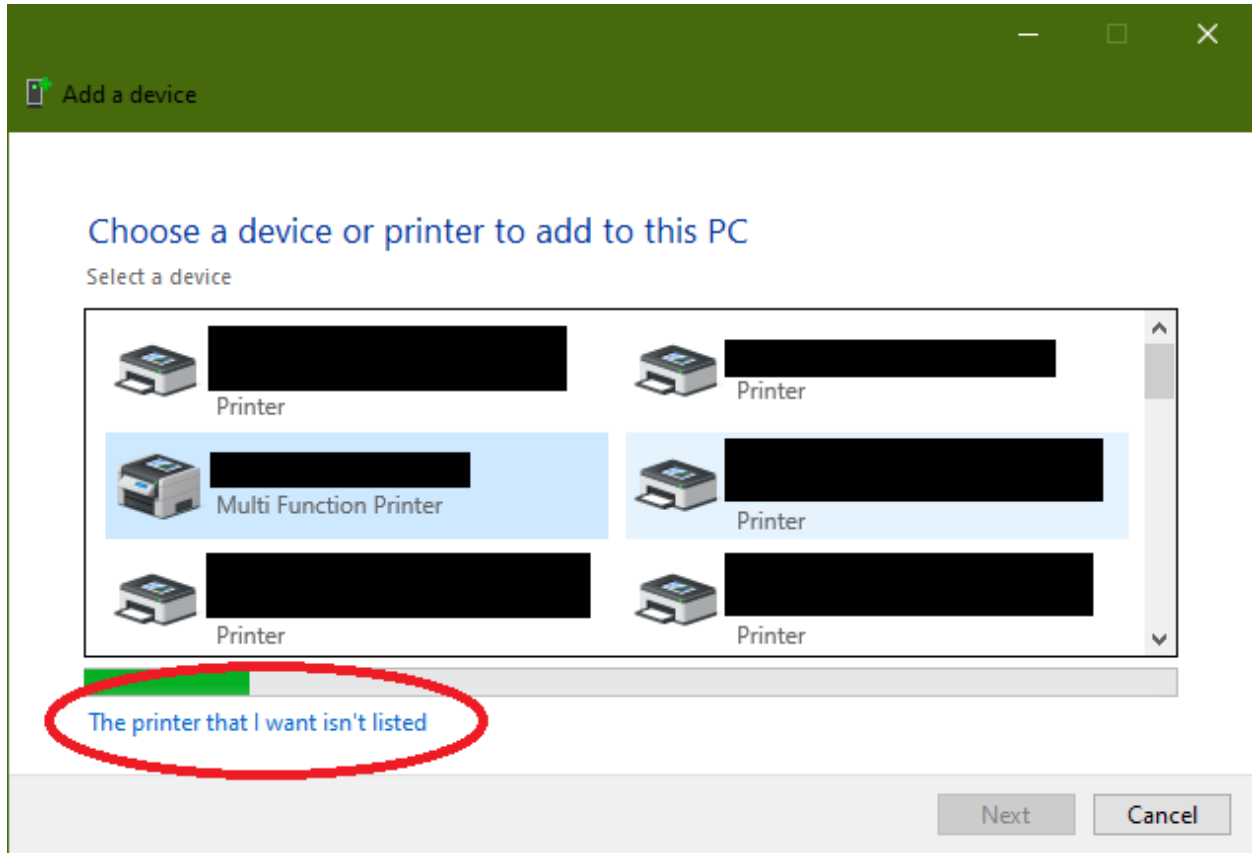
4. Click on “Add a printer”



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5. Click "The printer that I want isn't listed"



6. Select the option "Add a printer using an IP address or hostname" and click "Next".

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7. For the device type, select "TCP/IP Device". For the other two boxes, enter the IP address of the printer, as shown below. Make sure the check box for "Query the printer and automatically select the driver to use" is checked. Click "Next".

The screenshot shows the 'Add Printer' wizard in Windows. The window has a green title bar with a back arrow, a printer icon, and the text 'Add Printer'. The main content area has a blue heading 'Type a printer hostname or IP address'. Below this are three input fields: 'Device type' (a dropdown menu with 'TCP/IP Device' selected), 'Hostname or IP address' (a text box with the placeholder '<PRINTER_IP_ADDRESS>'), and 'Port name' (a text box with the placeholder '<PRINTER_IP_ADDRESS>'). A checkbox labeled 'Query the printer and automatically select the driver to use' is checked. Below the fields is a note: 'Autodetect detects WSD and TCP/IP printers. To search for IPP printers, please select IPP from the drop down box'. At the bottom right are 'Next' and 'Cancel' buttons.

8. The system will start its attempt to connect to the printer. If successful, it will ask you to set a name for the printer. This can be any name of your choosing.
9. **OPTIONAL:** Click the "Print Test Page" button to print a test page.
10. You may be asked if you want to share the printer. Select "Do not share this printer."
11. Click "Finish". You should now be connected to the printer.

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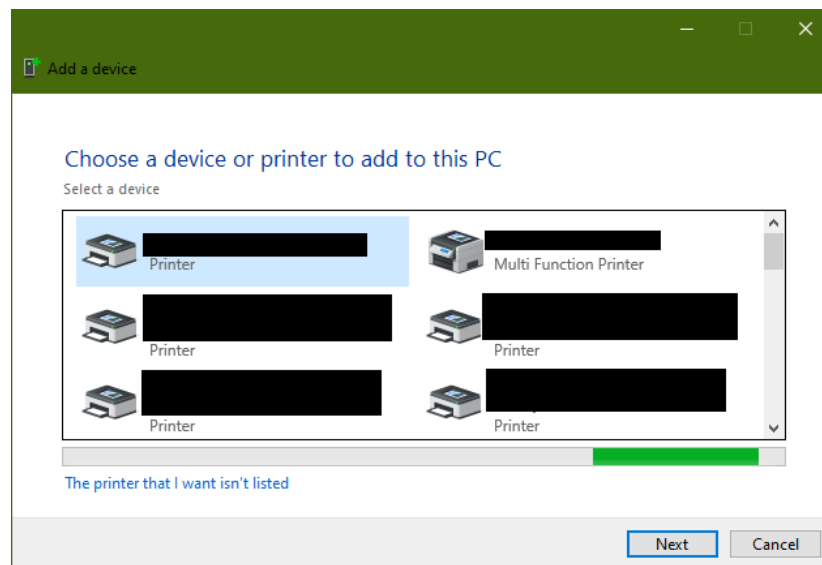
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Option 2: Connecting via Windows Auto-discovery

NOTE: You will need to know the name of the printer to use this method.

To connect to a printer using Windows auto-discovery, perform the following steps:

1. Follow steps 1-4 from the “Connecting via IP Address” section above.
2. The system will begin scanning the network for available printers. This may take a few minutes. Once it’s finished, it will display a list of printers.



3. Select your printer from the list and click “Next”. The system will attempt to connect to the printer. This may take a few minutes.
4. Once the printer is connected, it will appear in your list of printers in the Control Panel. Click on the printer and check the “Status” at the bottom of the screen. If it says “Device setup in progress”, then you will need to wait a few minutes before using it.
5. Once the automatic setup finishes, you should be able to use the printer.