

Setting up 2nd floor STUDENT IP Printer in Mac OS 10.9.x Mavericks

1. Open 'System Preferences'.
2. Go to 'Printers & Scanners'.
3. Click on the '+' button below the left side-panel.
4. On the top of the new window; click on the tab called 'IP'.
5. In the text field next to 'Address' enter the IP address **192.168.0.195**
6. Click on the drop-down menu next to Protocol and select 'Line Printer Daemon - LPD'.
7. In the text field next to 'Name' enter a unique name by which you wish to remember this printer.
8. Click on the drop-down menu next to 'Use' and select 'Generic PostScript Printer'.
9. Click on the 'Add' button.
10. Click on the checkbox next to Duplex Printing Unit in order to enable double-sided printing.
11. Click on the 'OK' button.
12. Select the new printer in the left side-panel.
13. Click on the 'Options & Supplies...' button.
14. On the top of the new window, click on the tab called 'Options'.
15. Click on the checkbox next to Duplex Printing Unit in order to enable double-sided printing.
16. Click on the 'OK' button.

Attention!

Would seem to be a 'bug' in Mac OS 10.9.x because, during installation of the network printer, the system ignores the click on the Duplex Printing Unit checkbox and you need to repeat the operation later.

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WILL RECEIVE A MESSAGE THAT THE
PAPER TRAY IS EMPTY.**

Setting up 2nd floor STUDENT IP Printer in Windows 7 or 8

1. Select 'control panel' from 'Settings'.
3. Select 'Devices and Printers' from the new window.
4. Click the 'add printer' button in the 'Devices and Printers' window.
5. Click on 'The printer that I want isn't listed' in the 'Add Printer' window.
6. In the 'Find a printer by other options' screen click on the checkbox 'Add a printer using a TCP/IP address or hostname' and click on the 'Next' button.
7. In the 'Type a printer hostname or IP address' screen enter the IP address **192.168.0.195** in the text field next to 'Hostname or IP address' and click on the 'Next' button.
8. In the 'Additional port information required' screen click on the 'Next' button.
9. In the 'Install the printer driver' screen select 'Xerox' Manufacturer and '4600 series class drivers' Printer and click on the 'Next' button.
10. In the 'Type a printer name' screen enter a unique name by which you wish to remember this printer in the text field next to 'Printer name' and click on the 'Next' button.
11. Click on the 'Print a test page' button to perform a check.
12. Click on the 'Finish' button to complete the setup.

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**STUDENTS
PLEASE USE
THIS PRINTER**



**Upstairs top of
hallway!**