A browser must be open and connected through Jeffco’s network
How to set up network printing over WI-FI

Windows XP

1. From the Start menu, select Printers and Faxes.
2. On the left side of the window, in the Printer Tasks section, click on the link for Add a Printer.

3. In the Add Printer Wizard window, click Next.
4. In the Local or Network Printer window, select Local Printer. Uncheck “Automatically detect and install my plug-and-play printer”. Click Next.
5. In the Select a Printer Port window, choose Create a new port. From the Type of port list, select Standard TCP/IP Port. Click Next.
6. In the Add Standard TCP/IP Printer Port Wizard window, click Next.
7. In the Printer Name or IP Address field, type **10.2.8.244**. The Port Name field will be automatically filled in.

8. Click Next.
9. Click Finish. It may take a few moments before the next window appears.
10. From the Manufacturers list, select HP. From the Printers list, and select **HP LaserJet 9050 Series PCL**.

11. If HP LaserJet 9050 Series PCL is not on the Printers list, click the **Windows Update** button and wait 3-5 minutes. Search the Printers list again for HP LaserJet 9050 Series PCL. Click Next.

12. **If you are asked** whether you want to keep an existing driver, select **Keep existing driver**, then click Next.
13. In the Printer name field, type a name for the printer (e.g., JeffcoPrinter). If this is the printer you will be using most often, select Yes to use this printer as your default printer; otherwise, select No. Click Next.

14. If you are asked whether you wish to share the printer, select “Do not share this printer”. Click Next.
15. When you are asked whether to print a test page, select No.
16. Click Next.
17. Click Finish.
18. If you receive a message that a Microsoft digital signature was not found, click Yes to continue the installation.
19. The printer setup is now complete. If you would like to check if the printer is working correctly, go to Start > Printers and Faxes. Right-click on the newly created printer Printer icon, select Properties and then click on the button for Print Test Page.
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**Windows 2000**

1. **Click** on the **Start** button, then **click** **Settings**, then **click** **Printers**.

2. **Double-click** the **Add Printer** icon. This will start the **Add Printer Wizard**.

3. **Click** on the **Next** button to begin the wizard.

4. **Click** Local printer. Make sure Automatically detect and install my Plug and Play printer is NOT checked.

5. **Click** on the **Next** button.
6. We will create a new port for your network printer. Click Create a new port.
7. Beside Local Port, click on the down arrow, then click on Standard TCP/IP Port.
8. Click on the Next button.

9. A new window will open. Click the Next button.

10. In the Printer Name or IP Address field, type 10.2.8.244. The Port Name field will be automatically filled in. Do not change the Port Name.
11. Click the on Next button.

12. Click on the Finish button.
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13. After a few seconds, you will return to the Add Printer Wizard window.

14. You must now select the printer’s manufacturer and model.

15. Scroll down the Manufacturers list on the left and Click on HP.

16. Scroll down the Printers window and Click on “HP LaserJet 9050 Series PCL”.

17. If “HP LaserJet 9050 Series PCL” is not on the Printers list, click the Windows Update button and wait 3-5 minutes. Search the Printers list again for HP LaserJet 9050 Series PCL. Click Next.

18. In the Printer name field, type JeffcoPrinter. If this is the printer you will be using most often, select Yes to use this printer as your default printer; otherwise, select No. Click Next.

19. You will be prompted to share the network printer. Do not share the network printer.

20. Click on the Next button.
21. When prompted to print a test page, *click Yes*, then *click* on the **Next** button.

22. Check your network printer to make sure your page printed.

23. Congratulations! If your test page printed, you have successfully installed the network printer. *Click* on the **Finish** button to complete the Add Printer Wizard.

### Windows Vista

1. Press the Windows Logo button. Click on Control Panel.
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2. Click on the Printer link.

![Control Panel with Printer link selected]

3. Click the Add Printer button.

![Add a printer window in Windows 2000]
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4. Click Add Local Printer

![Add Printer window](image1)

5. Select Create a new port. Then select Standard TCP/IP Port. Click Next.

![Choose a printer port](image2)
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6. Enter 10.2.8.244 for the Host Name/IP of the printer. It will automatically enter the same for the Port name. Click Next.

7. Enter the name JeffcoPrinter. Click Next.

8. Click Finish.