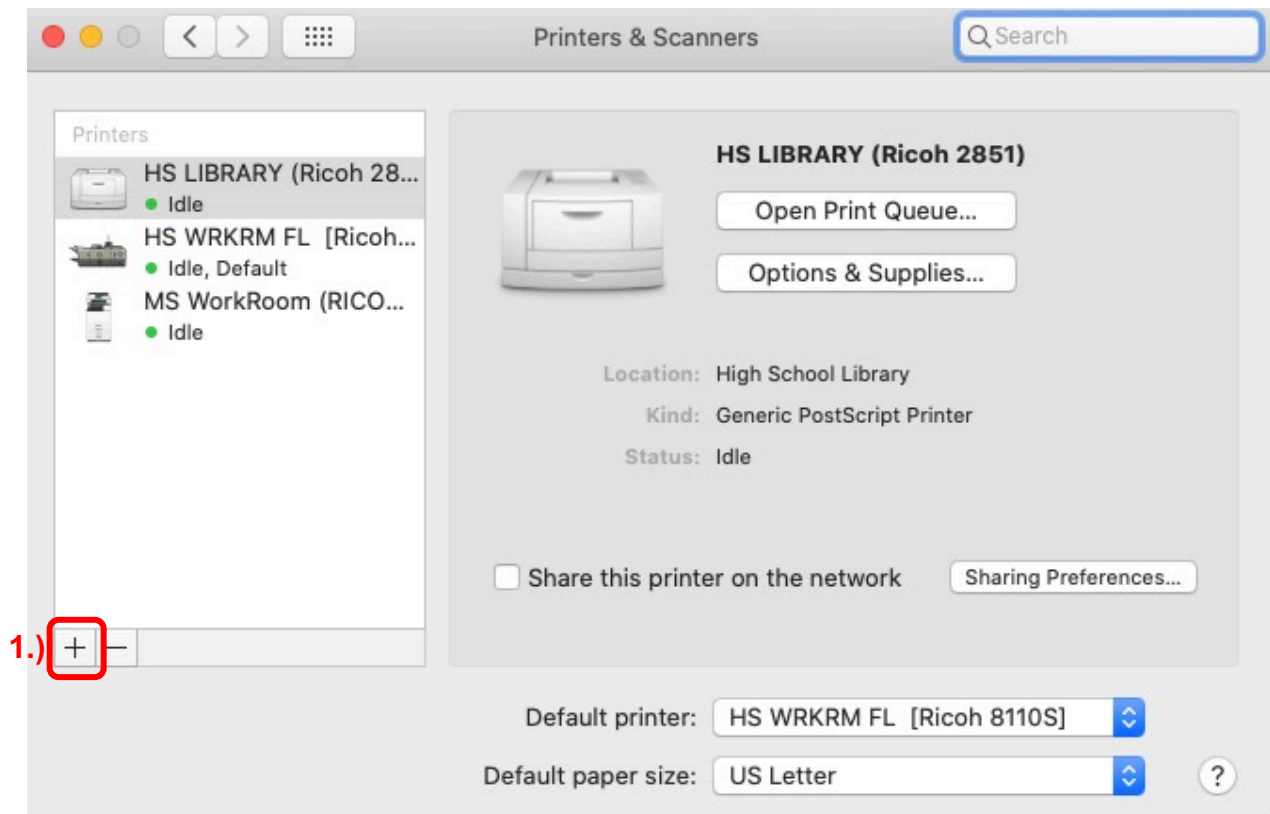


ADDING A PRINTER WITH IP ADDRESS

Open **System Preferences**

Open **Printers & Scanners**

1.) Click the **+** to add a printer



- 2.) Click **IP** in the Add printer window
- 3.) Key in the **IP address** for the printer in the **Address:** box.
- 4.) Change the **Protocol:** to **HP Jetdirect – Socket**
- 5.) Copy the **Location:** name to the printer **Name:**

The screenshot shows the 'Add' printer window with the following fields and values:

- Address:** 10.3.10.4 (Valid and complete host name or address.)
- Protocol:** HP Jetdirect - Socket
- Queue:** (Leave blank for default queue.)
- Name:** Johnston Workroom
- Location:** Johnston Workroom
- Use:** Generic PostScript Printer

An 'Add' button is located at the bottom right of the window.

6.) Change **Use:** to **Generic PostScript Printer**

7.) Click **Add**

Default IP Windows Advanced Search Search

Address: 10.3.10.4
Valid and complete host name or address.

Protocol: HP Jetdirect - Socket

Queue:
Leave blank for default queue.

Name: Johnston Workroom

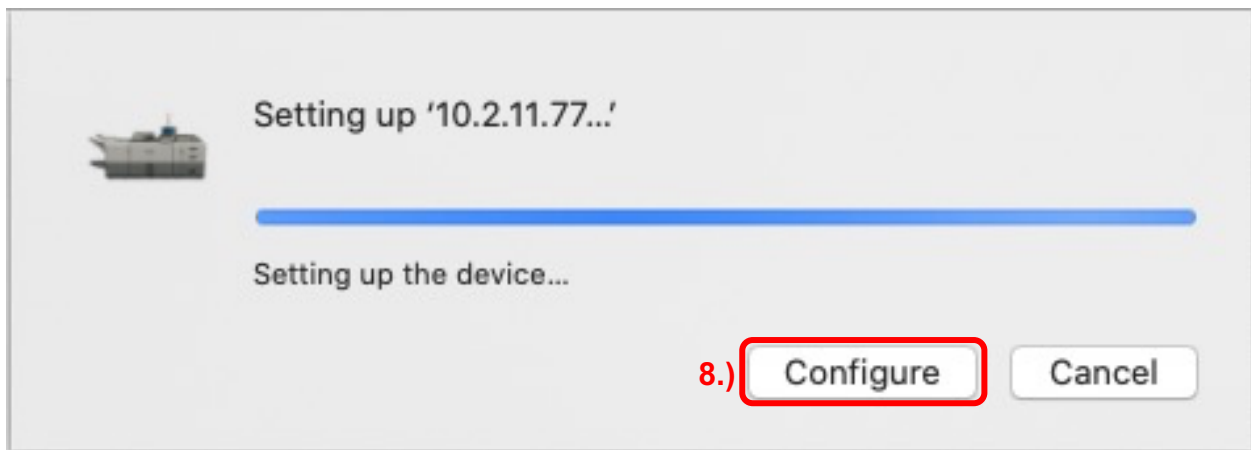
Location: Johnston Workroom

Use: Generic PostScript Printer

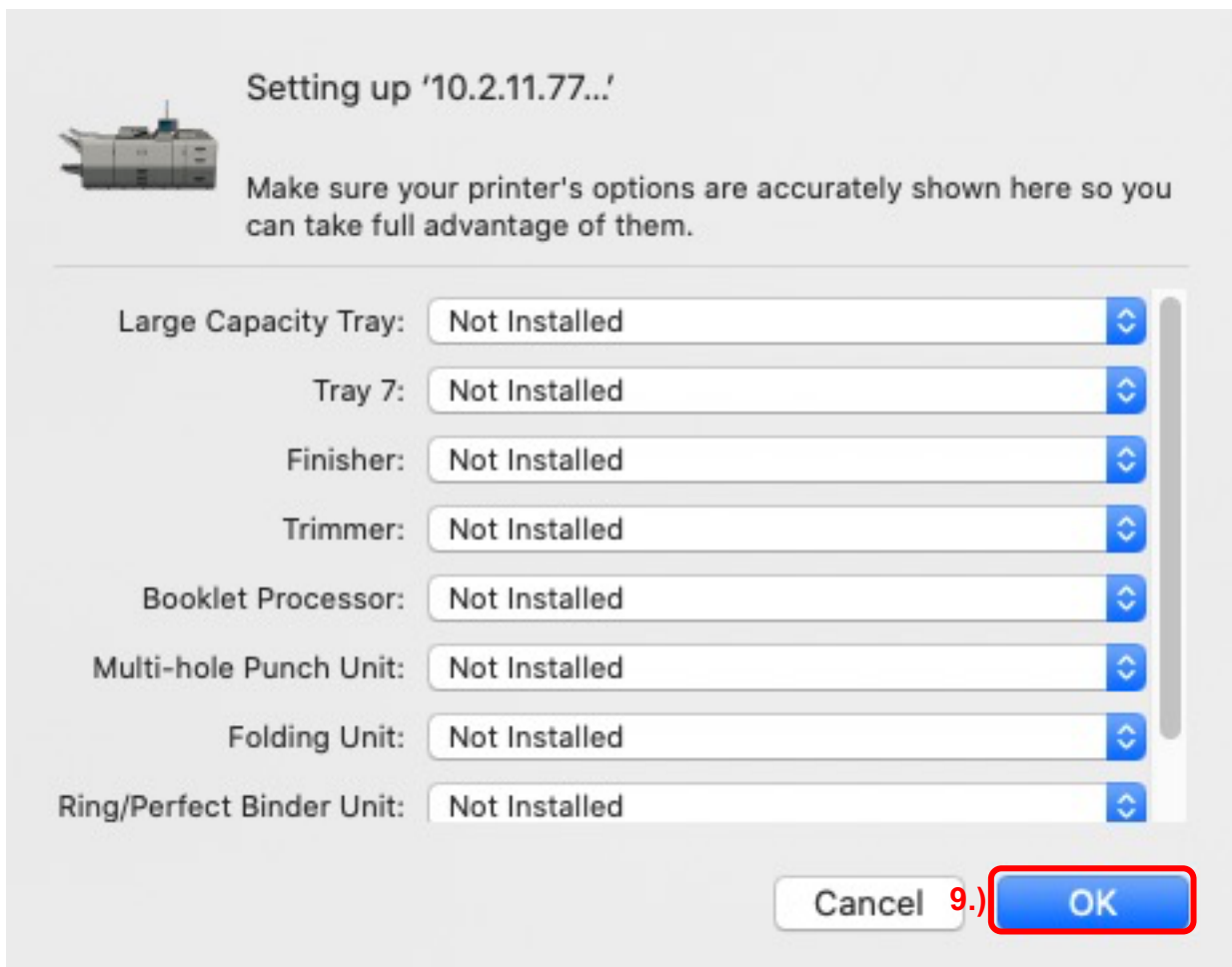
6.)

7.) Add

8.) Click Configure



9.) Click OK



Done