



## **Connect to Networked Printers**

### **From Windows**

1. On your keyboard, press the Windows Logo key + R key.
2. In the Run prompt, type the name of the server the printer is on (\\print-hp-1 for HP printers, \\konica-ps1 for Konica printers), and hit Enter.
3. When the list of available printers shows up, find the printer you want to connect to and double-click on it to connect.
4. If you want to make the printer your default printer, right-click on it and choose "Set as default printer."

### **Connecting to Printers on Waltz from a 64bit Windows 7 Machine**

1. Click the Start button, type print in the Search programs and files box and click Add a printer
2. Choose Add a local printer
3. Click the option that says Create a new port and use the drop down menu to choose Standard TCP/IP Port and then click Next
4. In the Hostname or IP Address field enter the IP Address for the printer you are adding, click next
5. Choose the driver that corresponds to your printer model (or click the Have Disk button to search for downloaded drivers) and then click Next
6. Click through the remaining instructions, selecting preferences as you see fit.

### **From Mac**

1. Open System Preferences and click on the Print and Fax icon.
2. Click the "+" icon to add a new printer.
3. When the Add Printer box appears, select "IP" in the top left and make sure the protocol is "Line Printer Daemon - LDP."
4. In the "Address" field, enter the printer's IP address. You can also name the printer as it appears in the Brandeis network, or simply give it a name that will remind you which printer it is (i.e. office or room number, printer model, etc)
5. Click "Add" in the bottom right hand corner to add the printer.

**Please use the following Konica Minolta multifunction copier/printers as your primary printers.** They are speedy and very cost-effective. Thank you!

1. IP address **129.64.13.30**—Konica multifunction copier/printer located in Shiffman 121.
2. IP address **129.64.91.41**—humanities-b363—in Rabb basement.
3. IP address **129.64.79.17**—philosophy-b423—Rabb 3<sup>rd</sup> floor.
4. Password for Konica multifunction copiers in Rabb = **76250** (for faculty members only, please). FYI, old-timers, that is our old password and the numerical equivalent of R-O-C-L-0 (**zero**).

**Please use the following printers only when other options are not available.** Toner cartridges for them are very expensive.

1. IP address **129.64.91.49**—Rabb 258, ROMS faculty resource/planning room. (HP 4000N Laserjet)
2. IP address **129.64.13.68**—Shiffman LJ2420, HP printer in right cabinet as you face mailboxes in Shiffman 121.
3. IP address **129.64.13.73**—Shiffman LJ4050, HP printer in left cabinet in Shiffman 121 as you face mailboxes.

## Find a Printer's IP Address

### **From Windows**

1. On your keyboard, press the Windows Logo key + R key.
2. In the Run prompt, type the name of the server the printer is on (\\print-hp-1 for HP printers, \\konica-ps1 for Konica printers, \\waltz for all other models), and hit Enter.
3. When the list of available printers shows up, at the top, change the list view to "Details" (or "Detailed").
4. In the "Comments" column, match the xx.yy that you see to the printer name.
5. The IP address of the printer is 129.64.xx.yy.

If there is no way to complete the above steps, Google how to print a configuration page from your specific printer model. This page will display the IP address.

## Troubleshooting Network Printers

### **Shutdown and restart the printer!!!**

### **Clear the Print Queue**

#### **On Windows**

1. On your keyboard, press the Windows Logo key + R key.
2. In the Run prompt, type the name of the server the printer is on (//print-hp-1 for HP printers, //konica-ps1 for Konica printers), and hit Enter.
3. Find the printer you are looking for, right-click on it, and select "Open."
4. Click on the "Printer" menu at the top left hand corner and hit "Cancel all documents."

#### **On Mac**

1. Open System Preferences and click on the Print and Fax icon.
2. In the list of printers on the left, select the printer you want to clear.
3. Click on "Open Print Queue..."
4. Select individual print jobs and click "Delete" in the top left hand corner.