Adding a Network Printer

This document has been prepared for a Windows XP Machine.

1. Have the MAC address of the printer and get an IP address from your local technician or call Smart Computer's to get one assigned. It should be outside your DHCP Range. We like to use 11-20 for printers/copiers.

2. Setup a DHCP reservation in Smart-Net Intranet → Server Management → DHCP Configuration → DHCP Reservations.

Device Name	Hardware Address	IP Address	Description	
				Add

3. To add a network printer, go into Printers & Faxes and add a printer. Add a Local Printer. Click Next.

4. Select "Create a New Port" and select "Standard TCP/IP Port". Click Next.

Select a Printer Port
Computers communicate with printers through ports.

Select the port you want your printer to use. If the port is not listed, you can create a new port.

○ Use the following port: LPT1: (Recommended Printer Port)

Note: Most computers use the LPT1: port to communicate with a local printer. The connector for this port should look something like this:

● Create a new port:
Type of port: Standard TCP/IP Port

[< Back] [Next >] [Cancel]

5. Follow the instructions on the window.

Add Standard TCP/IP Printer Port Wizard

Welcome to the Add Standard TCP/IP Printer Port Wizard

You use this wizard to add a port for a network printer.

Before continuing be sure that:
1. The device is turned on.
2. The network is connected and configured.

To continue, click Next.

[< Back] [Next >] [Cancel]

6. Now add in the IP Address that you have setup for the new printer/copier.

Add Port
For which device do you want to add a port?

Enter the Printer Name or IP address, and a port name for the desired device.
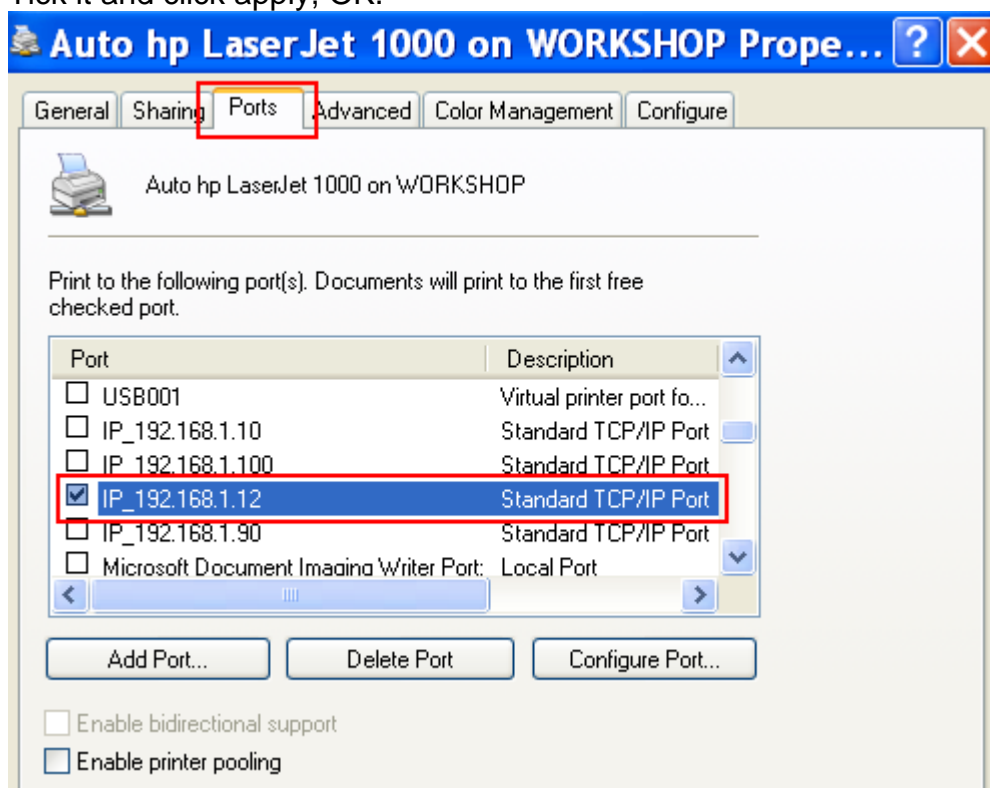
Printer Name or IP Address: 192.168.1.12

Port Name: IP_192.168.1.12

7. Now click Finish.

If you are changing the IP of a currently added printer on your workstation
If you already have the printer added, but you are changing its IP Address, you can easily change it through printer properties.
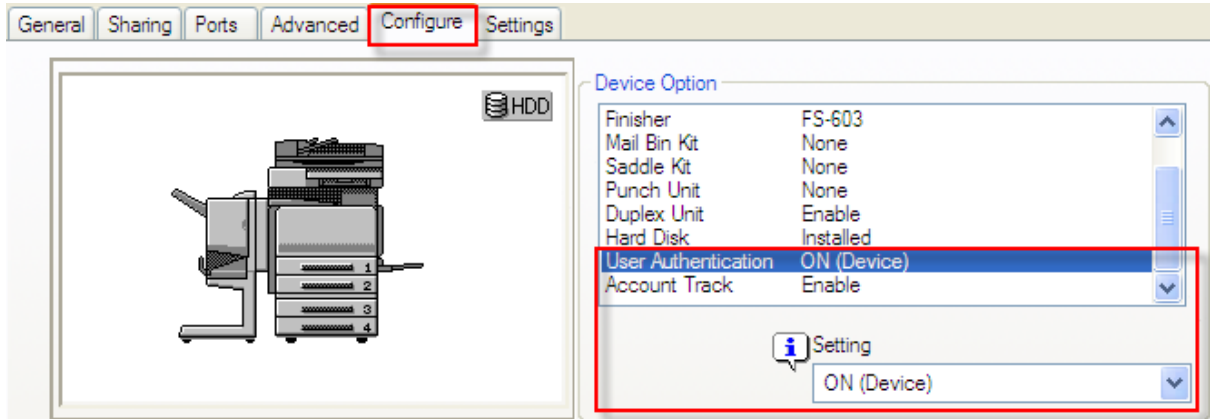
1. Go into Printer & Faxes. Right click on the printer you want to change the IP of, select properties.

2. Select Ports at the top. Scroll down till you find the new IP address like below. Tick it and click apply, OK.

3. Do a test to print to make sure it works.

For Authentication with Photocopiers

1. Under Configure, Device option, "User Authentication" and "Account Track" need to be enabled or ON.

2. Under Settings, make sure "Popup Authentication Dialog when printing" is ticked.