

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.
- 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 the port you want yo new port.	our printer to use. If the port is not listed, you can create a
OUse the following port:	LPT1: (Recommended Printer Port)
Note: Most computers The connector for this	use the LPT1: port to communicate with a local printer. port should look something like this:
	A A
 Create a new port: 	

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		
 1 Birmingham Drive • Middleton • Christchurch • New Zealand • P.O.Box 7702 • Sydenham • Christchurch • New Zealand • Phone +64 3 982 2233 • fax +64 3 982 2234 • web: www.smartcom.co.nz • email: office@smartcom.co.nz • 			



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.

Auto hp LaserJet 1000 o	n WORKSHOPPrope ? 🔀			
General Sharing Ports Advanced Color Management Configure				
Auto hp LaserJet 1000 on WORKSHOP				
Print to the following port(s). Documents will prin checked port.	nt to the first free			
Port	Description			
USB001	Virtual printer port fo			
□ IP_192.168.1.10	Standard TCP/IP Port 📃			
□ IP 192.168.1.100	Standard TCP/IP Port			
☑ IP_192.168.1.12 Standard TCP/IP Port				
U IP_192.168.1.90 Standard TCP/IP Port				
Microsoft Document Imaging Writer Port:	Local Port			
Add Port Delete Port	Configure Port			
Enable bidirectional support				

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.

General Sharing Ports Advanced Configure	Settings			
	BHDD	Device Option Finisher Mail Bin Kit Saddle Kit Punch Unit Duplex Unit Hard Disk User Authentication Account Track	FS-603 None None Enable Installed ON (Device) Enable	

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

General Sharing Ports Advanced Configure	Settings	
	~	EMF Spool
	100	Display Constraint Message
		Display paper set in Print Server Properties
		Popup Authentication Dialog when printing