

# How to Install a Network Printer

## macOS:

*NOTE: Refer to [this post](#) if you want to print to a Konica Minolta (admin/library) copier on macOS.*

1. Go to System Preferences > Printers & Scanners and click Setup Printers or the + button.  
1.png2.png3.png
2. Click the IP tab. 4.png
3. Enter the following information:
  - Protocol: **AirPrint** (if possible) or **Line Printer Daemon - LPD**
  - Address: **ps...** or use the IP address. A list of printers and their hostnames can be found [here](#). (e.g. **MLM-PRT-102B.mlml.calstate.edu**)
  - Queue: leave blank
  - Name: **Your printer name - ps...**
  - Print using:
    - **Your printer model**
    - or -
    - Select a driver to use... > *Your printer model*5.png
4. Click the Add button.
5. Click Continue

## Windows:

*NOTE: Refer to [this post](#) if you want to print to a Kyocera (admin/library) copier on Windows.*

1. Go to **Printers & Scanners**. You can find this by clicking the Start/Windows logo button and typing *Printers & Scanners* into the search bar.1.png

2. Click **Add a printer**.2.PNG
  - On Windows Vista/7 only: Click **Add a network, wireless or Bluetooth printer**.
3. Click **The printer I want isn't listed**3.PNG
4. Select **Add a printer using a TCP/IP address or hostname** and click **Next**.4.PNG
5. Enter the following information:
  - Device Type: TCP/IP Device
  - Hostname or IP address: **ps...** or use the IP address. A list of printers and their hostnames can be found [here](#). (e.g. **MLM-PRT-102B.mlml.calstate.edu**)
  - Port Name: this will be auto-filled.
  - **Un-check** the Query the printer and automatically select the driver to use checkbox.5.PNG
6. You may be told that additional port information is required. Click **Next**.
7. Select **Your printer model** and click the **Next** button.7.png
  - If you can't find the printer model, click the **Windows Update** button. In a few minutes the available selection of printer models will be much larger.
  - If you still can't find the printer model, you will have to browse your computer to find it manually:
    - Click **Have Disk**
    - Click the **Browse** button
    - Navigate to the folder you saved your driver in (if you chose the automatic destination, it should be in a folder with the printer manufacturer name, such as **Xerox**)
    - Click on the **driver file** and click **open**
    - Click **OK**
    - Now you should see the printer model. Select it and click **Next**.
  - If this manual process is unsuccessful, you may have installed your driver incorrectly. Be sure to restart your computer after install, as this is important to complete the process. Also try a manual install of the driver itself if the automatic install does not seem to work (follow the instructions above to do so).
8. If the installer detects that the driver is already installed, select **Replace the current driver** and click **Next**.8.PNG
9. Name the printer *Your printer name* and click **Next**.9.PNG
10. If the option exists, select **Do not share this printer** and click **Next**.10.PNG
11. Rather than clicking the Print a test page button, complete the printer installation procedure and print a document you need as not to waste paper.
12. Click **Finish**.11.png