

Printer Set-Up Instructions for Teacher and Student Workstations - MAC



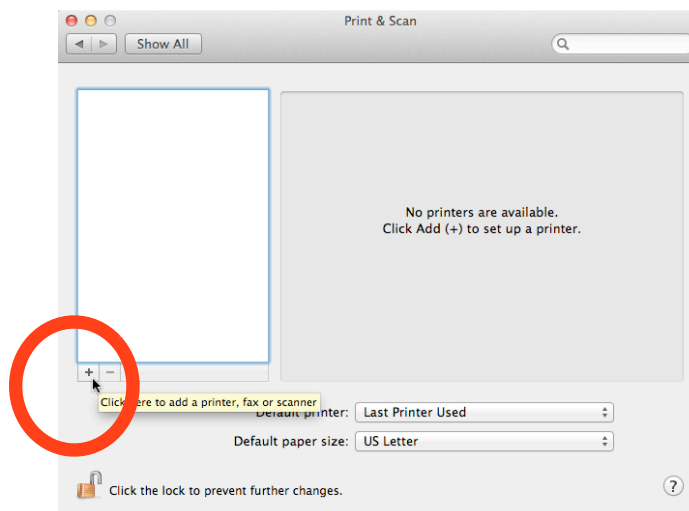
****Important Note****

These instructions are for the setup of the Classroom HP2025 Printer ONLY.

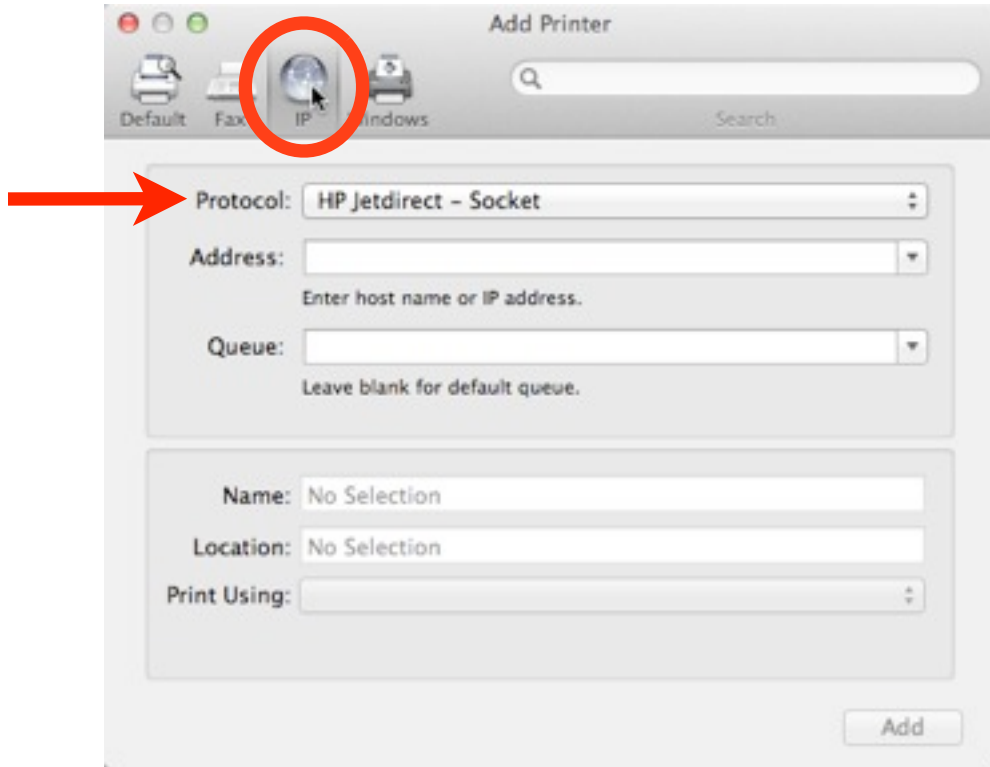
1. Locate the “Printer Host Name” displayed on a sticker on the front panel of the printer (i.e. o-kc-p-b27-204)
2. Write the host name down to reference when adding a printer.
3. Point and click on the “Apple” icon in the upper left corner of the window.
4. Drag your mouse to highlight or select “System Preferences.”
5. The “System Preferences” window will appear.
6. Locate “Print & Scan” and select it by clicking on the icon.



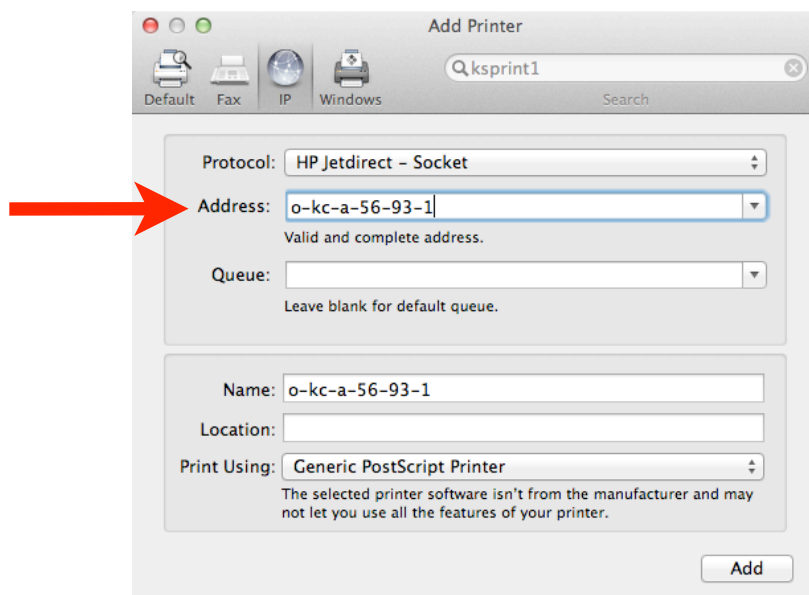
7. From the “Print & Scan” window, click on the “+” symbol at the lower left corner of the window.



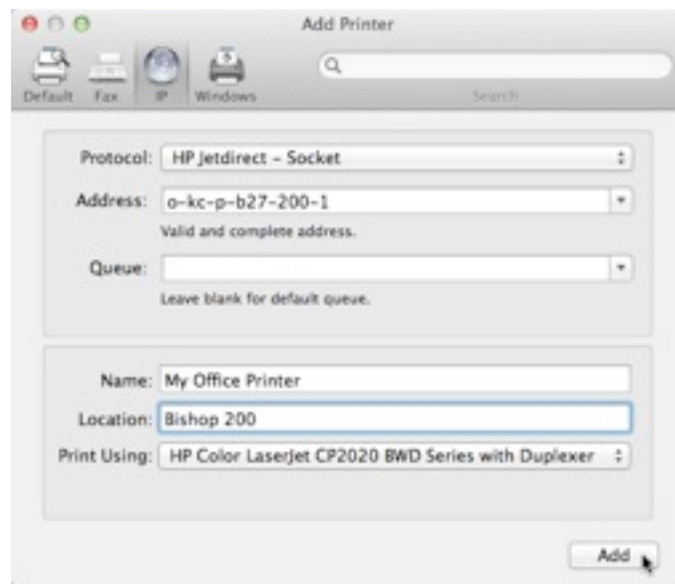
8. The “Add Printer” window will appear.
9. Click on the “IP” icon in the menu bar.
10. From the “Protocol” pull down menu, select “HP Jetdirect – Socket.”



11. Type in the “Printer Host Name” in the Address field (the name of the printer located on the front panel of the printer. See Step 1).



12. Once you type in the “Printer Host Name,” several things will occur.
- The message “Valid and complete address” message will appear under the “Address” field.
 - The “Printer Host Name” will appear in the “Name” field. You may replace the host name (i.e. My Office Printer) and type in the location (i.e. Bishop 200).
 - The printer description for the printer will appear in the “Print Using” field.
 - The printer description should read “HP Color Laserjet CP2020 BWD Series with Duplexer.”



13. Click the “Add” button at the lower right corner of the “Add Printer” window.