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."

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Protocol:	HP Jetdirect - Socket	
Address:		
	Enter host name or IP address.	
Queue:		
	Leave blank for default queue.	
Name:	No Selection	
Location:	No Selection	
Print Using:		

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).

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Protocol: Address:	HP Jetdirect - Socket	÷
Queue:	Valid and complete address. Leave blank for default queue.	•
Name: Location:	o-kc-a-56-93-1	
Print Using:	Generic PostScript Printer The selected printer software isn't from the manufacturer an not let you use all the features of your printer.	¢ d may
	C	Add

- 12. Once you type in the "Printer Host Name," several things will occur.
 - a. The message "Valid and complete address" message will appear under the "Address" field.
 - b. 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).
 - c. The printer description for the printer will appear in the "Print Using" field.
 - d. The printer description should read "HP Color Laserjet CP2020 BWD Series with Duplexer."

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Protocol:	HP Jetdirect - Socket	1
Address:	o-kc-p-b27-200-1	1
	Valid and complete address.	
Queue:		ŀ
	Leave blank for default queue.	
Name:	My Office Printer	
Location:	Bishop 200	
hist Heiner	HP Color LaserJet CP2020 BWD Series with Duplexer	;

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