Step 1: Click the Apple menu ( ) and then click "System Preferences..."



## Step 2: Click the "Printers & Scanners" icon.

	Show All		System Pr	references		٩	
General	Desktop & Screen Saver	Dock	Mission Control	Language & Region	Security & Privacy	Q Spotlight	Notifications
CDs & DVDs	Displays	Energy	Keyboard	Mouse	Trackpad	Printers &	Sound
iCloud	(@)	Saver	Bluetooth	Sharing		Scanners	

**<u>Step 3:</u>** Click the "+" symbol on the left side under the printer list.

000	Printers & Scanners	
Show All	Q	
Printers	HP 4100	
a lote, Last Used	Open Print Queue Options & Supplies	
	Location: Kind: HP LaserJet Series PCL 4/5 Status: Idle	
+ -	Share this printer on the network Sharing Preferences.	
$\overline{\Lambda}$	Default printer: Last Printer Used \$	
U	Default paper size: US Letter +	?

**<u>Step 4:</u>** Click the "**IP**" menu item on the top of the window.

000				Add			
Default Fax	() IP	Windows	Advanced	٩		Search	
Name	Δ				A Kin	d	
	U						

<u>Step 5:</u> Ensure the "**Protocol**" is set to "**HP Jetdirect - Socket**" then in the "**Address**" box enter the printer name found labeled on the printer (PRINTER\_NAME.MSU.MONTANA.EDU). You can then enter a printer description in the "**Name**" box so you can identify this printer when you will need to print.

• • •		Add	
🔒 🌚	<b></b>	Q, Search	
Default IP V	Vindows	Search	
Address:			
	Enter host name or IP address	Le)	
Protocol:	HP Jetdirect - Socket		0
Queue:			
	Leave blank for default queue.		
Name:			
Leastion			
Location:			_
Use:	Choose a Driver		<u> </u>
			Add

**<u>Step 6</u>**: Once the printer finishes installing, the printer will be listed indicating it is correctly installed.

