How to:
Install the Library Printer on Your Laptop

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This white paper will guide you through the installation process of a LRC Printer. Depending upon what campus you are at will depend upon what printer you will need to setup. Below is a list of the Printers and the IP Address for each Campus’s LRC.

A) Central LRC -
1. Printer: **HP LaserJet 4350N**
2. IP Address: **198.30.110.230**

B) South LRC -
1. Printer: **HP LaserJet P4015**
2. IP Address: **198.30.32.230**

C) North LRC -
1. Printer: **HP LaserJet 4300N**
2. IP Address: **198.30.215.230**

D) Fayette LRC -
1. Printer: **HP LaserJet 4350N**
2. IP Address: **198.30.216.230**

Step (1) Access the Printers Folder

To access the Printers Folder, you will have to find the button labeled **START** (located at the bottom-left of your computer screen) and click it.

The icon looks like this:

![start button](image)

Then, you will go to **Settings > Printers and Faxes**.
After the **Printers and Faxes** window comes up, on the left-hand side you will see **Add a Printer**. Click on **Add a Printer**.
Step (2) Installing the LRC Printer

To install the LRC Printer, select **Next** from the first box.

In the next screen, choose “**Local Printer attached to this computer**”, uncheck the “**Automatically detect and install my Plug and Play printer**” and click **Next**.

In the next box, you will be asked what port you will want the printer to use. Select the option “**Create a new port**” and from the drop down box select “**Standard TCP/IP Port**”. Choose **Next**.
A “Add Standard TCP/IP Printer Port Wizard” should now be shown, choose Next.

A box will now appear asking for the IP Address. Enter the LRC Printer IP Address into the first box (as listed in the top part of the first page of this whitepaper). The second box will be filled in as you enter the IP address into the first box. Choose Next to continue.
Click **Finish** to complete the TCP/IP Wizard.

Now, you will be directed back to the Add Printer Wizard Screen. From the **Manufacturer** side choose **HP** and from the **Printer** side choose the correct HP Printer for the campus you are on as listed on the top of the first page of this whitepaper. Choose **Next** to continue.
Next, the Wizard will ask for the Printer Name and if you would like to make this your Default Printer. For the sake of this White Paper, we will be installing a HP LaserJet 5N as our Printer. Click Next to continue at the Name Your Printer area.

On the next screen, choose “Do not share this printer” and click Next.
Step (3) Finishing the Installation

To finish the installation, choose “Yes” to print a test page and click Next.

Choose Finish on the next screen.
A box should pop up letting you know your test page is being printed. Click **OK**.

Installation is now complete!