Wireless Printing – Windows 8.1

For Library Cash Printing – HP4014dn

To print to the cash printer behind the circulation desk via your laptop you must first add the printer to your computer. Refer to the directions below to add the library to your Windows 8.1 computer.

[These directions assume that you have already logged in to the wireless network at Briggs Library using your Internet (X.500) ID.]

1) Ensure you can print to the LPR port on your computer.
On Windows 8.1 from the tiles Start screen, click on the down arrow button on the bottom of the screen.
2) From the Apps screen click on the **Control Panel** link.

3) From the Control Panel, click on **Programs**.
4) From the Programs screen click on **Turn Windows features on or off** under the Programs and Features header.

5) Click the plus sign next to **Print and Document Services**.
6) Make sure that **LPR Port Monitor** is checked. Click **OK**. Then close the Windows Features box.

7) Click the **Control Panel Home** link in the upper left-hand corner.
8) From Control Panel select **Devices and Printers**.

9) Near the top of the screen there will be a heading called **Add a printer**. Click on it.
10) The system will search for available printers. Click on **The printer that I want isn't listed**.

![Image of Add Printer window with option for printer not listed]

11) Select **Add a local printer or network with manual settings**. Click **Next**.

![Image of Add Printer window with options for manual settings]

12) Select **Create a new port**. Then choose **LPR Port** from the drop-down menu. Click **Next**.

![Image of Add Printer window with LPR Port selected]
13) In the field titled “Name or address of server providing lpd:” type in **146.57.35.213**. In the field below titled “Name of printer or print queue on that server” type **HPLaserjetP4014dn**. Then click **OK**.
14) Select **HP** from the Manufacturer list. Browse and select **HP LaserJet P4014/P4015 PCL6** from the Printers list. Click **Next**.

![Add Printer dialog box](image)

**Note:** If HP LaserJet P4014/P4015 PCL6 is not available in the list of printers, you can download the correct driver from:

http://www.hp.com

And search their drivers for HP LaserJet P4014dn. Select either Microsoft Windows 8 (32-bit) or Microsoft Windows 8 (64-bit) depending on what your system control panel says you have. Follow HP’s directions on how to install the Windows 8 print driver. Then use the above dialog box to select “**Have Disk...**” and browse to where you saved the driver. If it asks, “Which version of the driver do you want to use?” you can usually select “**Use the driver that is currently installed (recommended)**” and then click **Next**.
15) For “Type a printer name” you can put whatever you want. We recommend **Library Cash Printing**.

![Add Printer](image1)

16) If prompted about Printer Sharing, select **Do not share this printer**. Click **Next**.

![Add Printer](image2)
17) You should see a screen saying you’ve successfully added the printer. Click **Finish**. You can now use the library cash printer.

If you had trouble installing the printer driver, repeat the steps above. If you are still having issues, please contact a librarian.

http://www.morris.umn.edu/library/askalibrarian/

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**Optional**

18) To set up double-sided (duplex) printing:

Return to **Devices and Printers**. Double click on the printer you just installed.
19) Click **Customize your printer**.
20) Click the **Device Settings** tab from the Printing Properties window.

![Device Settings window](image)

21) Under the Installable Options header choose **Installed** from the drop-down menu. Click **OK**.

![Installable Options window](image)