Wireless Printing -- Windows 7

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 cash printer to your Windows 7 computer.

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

1) Ensure you can print to the LPR port.

On Windows 7, click on the "Start" button, go to Control Panel > Programs and Features > Turn Windows Features on or off and click the plus sign next to Print and Document Services

Make sure that LPR Port Monitor is checked, OK.

2) Go back to the Windows "Start" button and select "Devices and Printers". (If it is not listed, click "Control Panel" and find it in "View Devices and Printers").
Near the top of the screen there will be a heading called “Add a printer”. Click that.

3) Select “Add a local printer” [yes, this step is NOT intuitive].
4) Select "Create a New Port". Select "LPR Port" from the drop down menu next to the Create a new port option. Click "Next".
5) In the field titled "Name or address of server providing lpd:" you need to type "146.57.35.213" (without the quotes). The field below titled "Name of printer or print queue on that server" you can type whatever you wish. We entered “HPLaserjetP4014dn” Click “OK.”

6) Wait while the computer detects the port.

Then “Install the printer driver” by selecting "HP" under Manufacturer on the left, and then on the right select “HP LaserJet P4014/P4015 PCL6,” and then click Next.

Note: If “HP LaserJet P4014/P4015 PCL6” is not available in the list of Printers, you can download the correct driver from:
And search their drivers for **HP LaserJet P4014dn**.

Then select either Microsoft Windows 7 (32-bit) or Microsoft Windows 7 (64-bit) [depending upon what your system control panel says you have]. Follow HP’s directions on how to install the Windows 7 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**.

7) For “Type a printer name”, you can leave it or you can change it to something more descriptive such as "1 Library Cash Printing B/W 5-cents/side."

8) Wait while the printer driver is installed -- it will say: “Installing printer...”

9) optional) If it asks about Printer Sharing, select “**Do not share this printer,**” click **Next**
10) Click Finish. You can now use the printer in dropdown print dialog boxes.

If you had troubles installing the printer driver, repeat the steps above. If you are still having issues, please contact Ask a Librarian:

http://www.morris.umn.edu/library/askalibrarian/
To set up double-sided (duplex) printing:

Return to "Devices and Printers." Select the printer you just installed.
On the Device Settings tab, set the **Duplex Unit (for 2-Sided Printing)** to **Installed**

click **Apply**
On the **General** tab, click the **Preferences...** button

on the **Finishing** tab, click the checkbox for **Print On Both Sides**
click **OK**, click **OK** again to finish and close out the dialog boxes.

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