You will be able to connect to most of Medill's network printers by following these instructions, but there are a few important restrictions:

- Certain printers and copy machines in administrative offices are off-limits to students.
- Faculty and staff who wish to connect to photocopiers in Evanston or Chicago, the HP Photosmart 7960 in MTC 2-135 or the HP DesignJet 130 in MTC 2-135 should visit Medill IT for assistance.
- Instructions for mapping printers in Medill's storefront newsrooms can be found in the storefronts; you must be in a storefront in order to map its printer because those printers are not visible on the main campus network.

Mac users:

If you haven’t run Software Update in a while, run Software Update and install any pending updates before you continue. If you don’t, you may be missing the necessary printer driver to make this process work correctly. Make sure you restart your computer after it finishes updating, even if your computer doesn’t prompt you to do so, so the updates will take effect.

You must be on the “Northwestern” wireless network or a wired connection for this to work. You cannot connect to printers if you are on the “Guest-Northwestern” wireless network. Go to Apple Icon --> System Preferences --> Print & Scan. If the padlock icon at the lower left corner of the Print & Scan window is locked, click it to unlock this menu so you can make changes. Press the plus icon to add a new printer; this will open the Add Printer window. In the Add Printer window, select the IP icon. Change the drop-down list next to Protocol to say “HP Jetdirect – Socket.” In the Address field, type the IP address for the printer you wish to add. The IP address can be found on a label on the front of the printer or on a sign above or near the printer.

Leave the Queue field blank for the default queue. In the Name field, change the name from the IP address to the room the printer is located in or the class you use this printer for; otherwise, you might not recognize it in your list of printers. You can type whatever you want in the Location field.

If your computer has the most recent printer drivers installed, the computer should communicate with the printer and populate the Print Using field with the appropriate driver. If it doesn’t, or “Generic” shows up, select “Auto” from the drop-down list next to Print Using and let the computer make another attempt to find the driver. Click the Add button once the proper driver has been selected.

After several seconds to two minutes of communicating with the printer, this printer will be added to your system.

**Medill Windows machines:**

Navigate to Start --> Devices and Printers. When the Devices and Printers window opens, click the "Add a Printer" button.
Select "Add a network, wireless or Bluetooth printer."

Choose a local or network printer

- **Add a local printer**
  Use this option only if you don't have a USB printer. (Windows automatically installs USB printers when you plug them in.)

- **Add a network, wireless or Bluetooth printer**
  Make sure that your computer is connected to the network, or that your Bluetooth or wireless printer is turned on.
Select "The printer that I want isn’t listed." Don't wait for the search function to finish searching the network.
Select "Add a printer using a TCP/IP address or hostname."

Change the drop-down list next to "Device Type" to "TCP/IP Device," un-check "Query the printer and automatically select the driver to use" and enter the IP address of the printer you wish to add. Click here for a list of printers, with IP addresses, rooms and names. Click "Next" after
you finish entering the IP address.
Select the "Hewlett Packard Jet Direct" driver from the drop-down list next to Standard, then click "Next."
Select "HP Universal Printing PCL 6" from the list of drivers, then click "Next."
Enter the printer name from the list of printers, un-check "Set as the default printer" and click "Next."

The printer will take several minutes to install; two to three minutes on a normal day, several minutes longer when many students are installing during orientation. Allow this screen to finish
processing; do not click "Cancel" unless an IT staff member tells you to.
Select "Do not share this printer" and click "Next."
Click "Finish," then click "Finish" again if another window with a Finish button appears.

Repeat these steps for all printers you will need to set up.

**Personal Windows Machines:**

You should have 7-zip or another file compression utility installed before you can execute this process; please install 7-zip if you haven't already; it's part of the list of programs you should have installed for Medill use.

Go to: [http://www.hp.com/go/universalprintdriver_software](http://www.hp.com/go/universalprintdriver_software) and download the executable file to your desktop.
Double-click the file you just downloaded; when 7-zip or another utility tries to unzip, decompress or extract the file, click unzip/decompress/etc.

When you extract the file, it should run the HP Universal Printer Intaller; if it doesn't, click on that file to run it. When the file runs and reaches this screen, click Yes.
Select "Traditional Mode," then click "Install."
Select "Add a network, wireless or Bluetooth printer."

Choose a local or network printer

- Add a local printer
  Use this option only if you don’t have a USB printer. (Windows automatically installs USB printers when you plug them in.)

- Add a network, wireless or Bluetooth printer
  Make sure that your computer is connected to the network, or that your Bluetooth or wireless printer is turned on.
Select "The printer that I want isn’t listed." Don't wait for the search function to finish searching the network.
Select "Add a printer using a TCP/IP address or hostname."

Change the drop-down list next to "Device Type" to "TCP/IP Device," un-check "Query the printer and automatically select the driver to use" and enter the IP address of the printer you wish
to add. Click "Next" after you finish entering the IP address.

Select the "Hewlett Packard Jet Direct" driver from the drop-down list next to Standard, then click "Next."
Select "HP Universal Printing PCL 6" from the list of drivers, then click "Next."
Install the printer driver

Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for compatible printer software.

Printers

HP Universal Printing PCL 6

This driver is digitally signed.
Tell me why driver signing is important

Windows Update  Have Disk...
Enter the printer name from the list of printers, un-check "Set as the default printer" and click "Next."

The printer will take several minutes to install; two to three minutes on a normal day, several minutes longer when many students are installing during orientation. Allow this screen to finish
processing; do not click "Cancel" unless an IT staff member tells you to.
Select "Do not share this printer" and click "Next."
Click "Finish," then click "Finish" again if another window with a Finish button appears.

Follow the process for installing printers on Medill Windows machines if you have additional rooms to add printers for; now that you have the HP Universal Driver installed, you don't have to start over from the download process.