How to Add a Printer Using it's IP Address

Usually when you log in to a university-owned Windows PC with your MyID, all of the printers you're able to access automatically appear in your list of available printers. If you're using an iMac or any kind of personal computer however, you'll need to add the printer manually via its IP address before you can use it. If you don't know the IP address for the printer, please contact the owner of the printer or put in a ticket with our help desk at http://helpdesk. franklin.uga.edu. If you prefer, you can also call us at 706-542-9900 or email us at helpdesk@franklin.uga.edu.
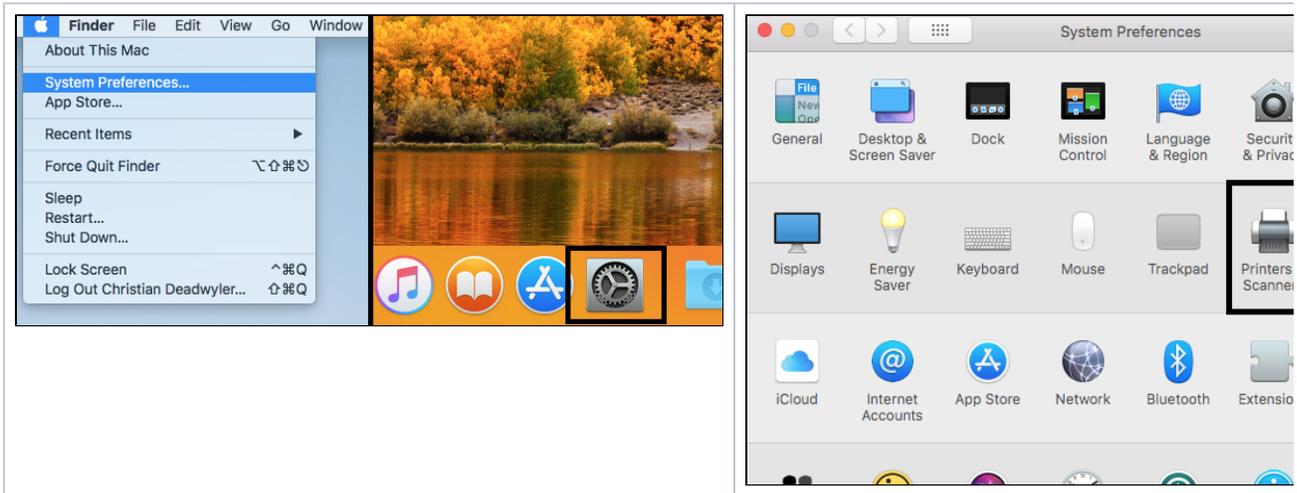
ⓘ   Please make sure you're connected to the internet before attempting to add a networked printer.

Adding a Printer in OSX

Step-by-step guide

The images below are of macOS 10.13, however these instructions should work for both previous and later versions.

1. Select "System Preferences" from either the Apple Menu or the Dock, then click on the "Printers and Scanners" icon.


2. You should now see a list of available printers, and below that a pair of plus and minus signs. Click the plus sign.
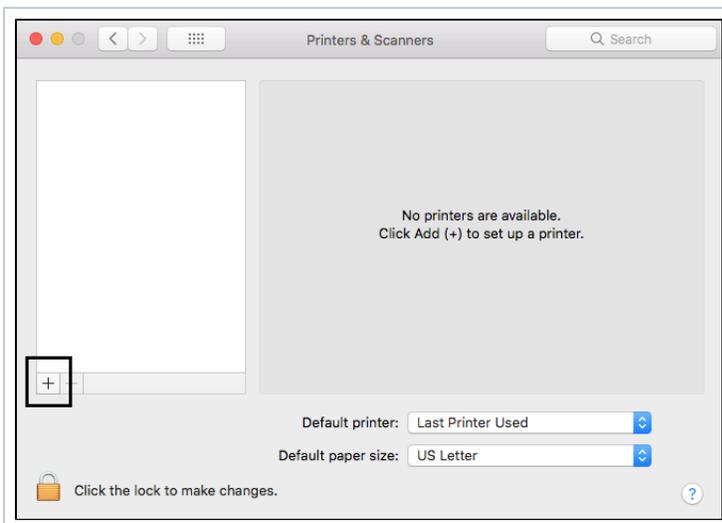

⚠   You may be asked for an administrator's username and password at this point. If you're using a university computer, please contact us so we can add you to the Print Admin group.

⚠️

3. In the window that opens click on the "IP" tab at the top. Enter the printer's IP address in the top field and change the name to something descriptive. In the dropdown menu next to "Protocol", we recommenced using either "HP Jetdirect - Socket" or "Line Printer Daemon - LPD".
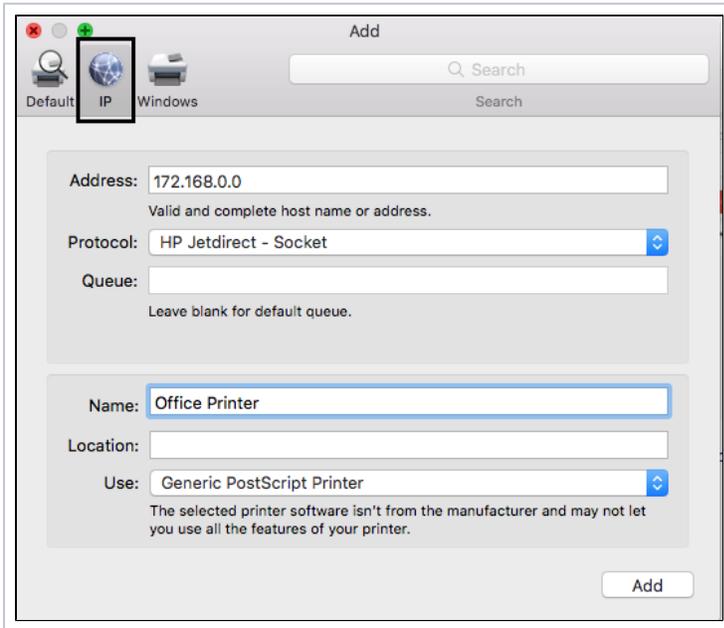
4. Click "Add", and your printer should appear in your list, ready for use!
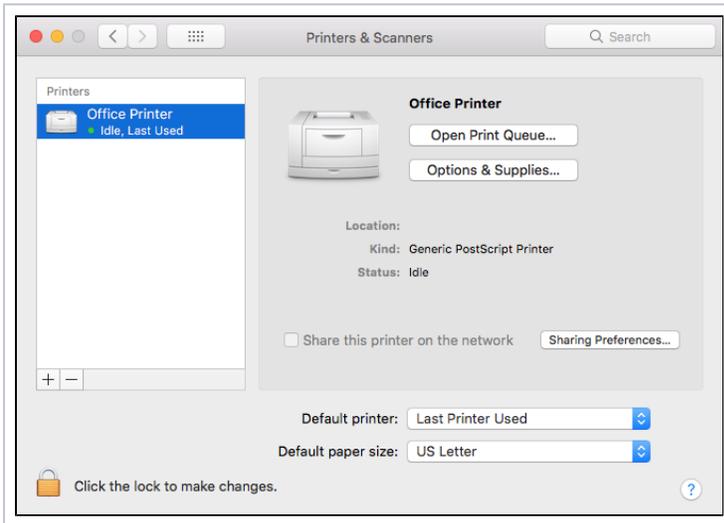
ℹ️ If you've followed the steps and successfully added your printer, but the circle isn't green like above or it's reporting an error please try restarting both the printer and computer. If the issues persists, please contact the help desk.

Adding a Printer in Windows 10

Step-by-step guide

If you're using a university computer and you've logged in with your MyID your printers should already be listed for you. If you need one added please contact the help desk.

1. In the search bar, next to your start menu, search for "Control Panel" and launch it.
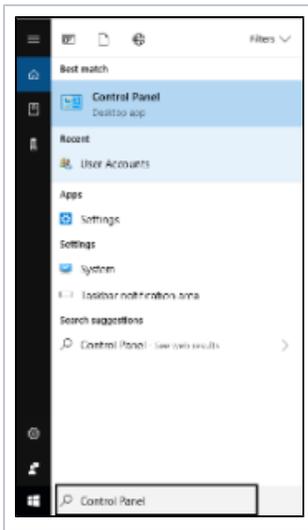
2. Inside the Control Panel, click "View devices and printers" under the "Hardware and Sound" category. In the Devices and Printers window, click "Add a printer".
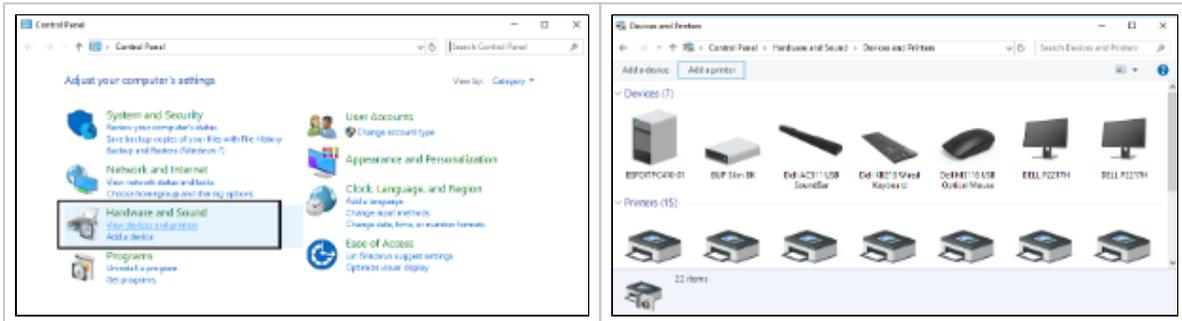
3. Once you click "Add a Printer", your computer will automatically search for any that are available. Ignore these, and click "The printer I want isn't listed" at the bottom of the window. The Add Printer window will open, select the 4th option to "Add a printer using a TCP/IP address or hostname" and click next.
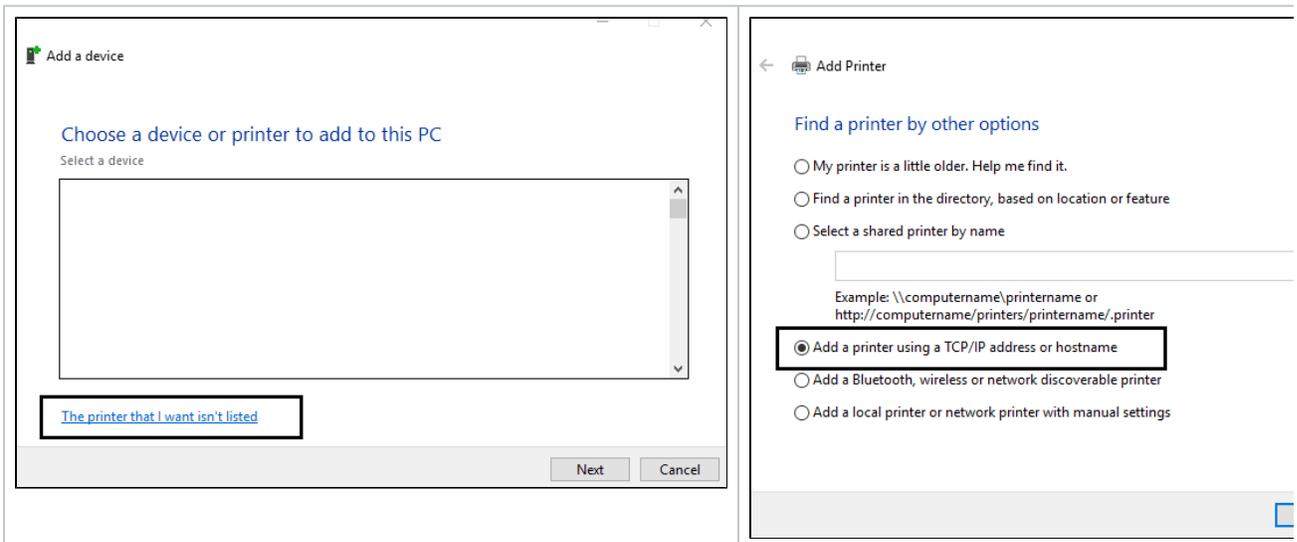
4. Leave Device Type on Autodetect and enter the printer's IP information, leaving the "Port Name" field as is. Click next when finished and Windows will begin setting up the printer.

5. Once Windows identifies the device it will ask you to name the printer. Give it a descriptive name, choose not to share it with other computers on the network and you should be given the option to print a test page. If the test page prints successfully your printer is ready for use! If there are any errors or the test page doesn't print correctly, please restart both your computer and the printer. If the issue persists, please contact the help desk.