

For Windows 7:

1. **Find the hostname of the printer.** This can be done by printing out the “Network Configuration Page”. Please refer to your printer’s user manual (Available online) to find out how to print this page. Hostnames use the format of a three letter abbreviation for the FIU department name, followed by the last four alphanumeric characters of the printer MAC Address.
2. On the computer you want to add the printer to, **click on the Start button and go to “Devices and Printers”.**
3. **Click on “Add a printer”,** which is located near the top-left of the windows pane.
4. **Select “Add a local printer”.**
5. **Select “Create a new port” and then choose the “Standard TCP/IP Port” option from the drop-down menu. Click Next.**
6. **Enter the full hostname for the printer that was retrieved in Step 1 and click Next.** The full hostname will contain the hostname and domain address. Example: “hostname.fiu.edu” or “hostname.ad.fiu.edu”.
7. **Select the printer driver based on your printer’s model number.** If you do not see your printer’s model on the list, please click the “Windows Update” button and look for it again after the list populates. If you were able to find the driver on the list, skip Step 8. **This step may be done automatically depending on the printer you’re installing.**
8. **Download the driver from the printer manufacturer’s website.** After the driver has downloaded (you may need to extract the folder), click the “Have Disk” button and point it to the “.inf” file located in the driver folder.
9. **Enter the name you want the printer to be displayed as on the printer list and click Next.**
10. **Select the “Do not share this printer” option.**
11. **Click the “Print a test page” button and click Finish.** If the test page does not print, send an E-mail to CASTIC (castic@fiu.edu)

For Windows 8:

- 1. Find the hostname of the printer.** Refer to Step 1 in the Windows 7 section for how to do this.
- 2. On the computer you want to add the printer to, right-click the bottom-left corner of the screen and go to "Control Panel".**
- 3. Select "Devices and Printers".**
- 4. Click on "Add a printer",** which is located near the top-left of the windows pane.
- 5. Click "The printer that I want isn't listed".**
- 6. Select the "Add a printer using TCP/IP address or hostname" option and Click Next.**
- 7. Enter the full hostname for the printer that was retrieved in Step 1 and click Next.**
- 8. Select the printer driver based on your printer's model number.** If you do not see your printer's model on the list, please click the "Windows Update" button and look for it again after the list populates. If you were able to find the driver on the list, skip Step 9. **This step may be done automatically depending on the printer you're installing.**
- 9. Download the driver from the printer manufacturer's website.** After the driver has downloaded (you may need to extract the folder), click the "Have Disk" button and point it to the ".inf" file located in the driver folder.
- 10. Enter the name you want the printer to be displayed as on the printer list and click Next.**
- 11. Click the "Set as the default printer" checkbox if you want to make this printer your default.** This will make the printer the first to be selected when printing any documents.
- 12. Click the "Print a test page" button and click Finish.** If the test page does not print, send an E-mail to CASTIC (castic@fiu.edu)

For Mac (OS X 10.6 or later):

1. **Find the hostname of the printer.** Refer to Step 1 in the Windows 7 section for how to do this.
2. **Click on the Apple icon on the top-left corner, click on “System Preferences”.**
3. **Click on “Printers & Scanners”.** May be named differently depending on the version of OS X you’re using.
4. **Click on the “+” icon under the printer list on the left-side of the Printer & Scanners window.**
5. **Select the “IP” tab.**
6. **Enter the full hostname for the printer, which was retrieved in Step 1, in the “Address” field and press the “Add” button**
7. **Select the “Duplex Printing Unit” checkbox only if the printer has a Duplex unit (Capability to print on both sides) and press OK**
8. **Print a test document to make sure that the printer has been successfully connected to the computer.** If the page does not print, send an E-mail to CASTIC (castic@fiu.edu)