

# Windows Printer Setup

Category: Printer,SCI Documentation

## 1. Open Control Panel:

- Click on the Start menu and select **“Control Panel.”**

### Under **“Hardware and Sound”**:

- Click on **“View devices and printers.”**

### Click on **“Printers & Scanners”**

### Add a Printer:

- Click on **“Add device.”**
- Select **“Add manually.”**
- Select **“Add a printer using IP address or hostname”** and click **“Next.”**

### Enter Printer Information:

- **Device Type:** Select **“TCP/IP Device.”**
- **Hostname or IP address:** Enter the printer’s IP address (e.g., `Sapphire.sci.utah.edu`).
- Click **“Next.”**

### Install Printer Driver:

- Download the driver for Windows for each printer model from the corresponding link:

- **HP Color LaserJet M653:**  
[Sapphire.sci.utah.edu](http://Sapphire.sci.utah.edu)

- **HP Color LaserJet M553:**

[Beercave.sci.utah.edu](http://Beercave.sci.utah.edu)

- HP Color LaserJet M554: [Kook.sci.utah.edu](http://Kook.sci.utah.edu)
  - Sharp BP-70C45: [Sharp.sci.utah.edu](http://Sharp.sci.utah.edu)
- Select **“Have Disk”** and browse to the downloaded driver file.

**Complete the Installation:**

- Follow the on-screen instructions to complete the installation.