FOR WINDOWS USERS

1. Choose under Start > Settings	> Printers and Faxes (Or under Control Panel > Printers and Faxes)
Program Updates	
Programs	•
Documents	•
2 🖉 Settings	Control Panel
Search	Network Connections
Help and Support	Taskbar and Start Menu
👷 🖅 Run	
Log Off BII-Staff	
Turn Off Computer	
🔧 start 🌒 🄕 🕲 🔍 »	
2. Choose Add Printer	
Superinters and Faxes	
File Edit View Favorites Tools	Help
🔾 Back - 🕥 - 🏂 🔎 Sea	rch 📂 Folders 🕼 💓 🗙 🍤
Address Signature Printers and Faxes	
Add Printer:	
Microsoft Office Document	WebEx Document Loader
Image Writer	Ready 0
3. Choose to add A Network Prin	ter
Add Printer Wizard	
Local or Network Printer	s of priviley to get up
Select the option that describes the p	inter you want to use:
Automatically detect and instal	and I my Plug and Play printer
A network printer, or a printer attac	hed to another computer
To set up a network printer ti	hat is not attached to a print server.
use the "Local printer" option	1
	(Back Next) Cancel
4. Choose URL,	
Add Printer Wizard	
Specify a Printer If you don't know the name or addres that meets your needs.	ss of the printer, you can search for a printer
What printer do you want to connect	to?
O Browse for a printer	
Connect to this printer (or to brow	se for a printer, select this option and click Next):
Name: Example: \\server\orinte	
 Connect to a printer on the Intern 	et or on a home or office network:
URL:	
Example: http://server/p	rinters/myprinter/.printer
	<back next=""> Cancel</back>
C. Defende Americalis A heless fe	

5. Refer to <u>Appendix A</u> below for the list of printers' new URL address.

6a) Copy and paste the new URL address to the URL field and click Next.

6b) This will prompt you for the Printers Driver. If the driver is not available in the list (Namely HP > LaserJet 4250, Color LaserJet 4700), Click Have Disk (Noted as "A)")

6c) Click Browse (Noted as "B)", and browse to C: $\$ By Default, the drivers are stored at root of C: $\$ (Noted as "C)").

6d) Alternatively, you can download the respective drivers from:

http://web.bii-sg.org/systems/software.shtml#printerdrivers

the interies in the interies interies interies in the interies inte	the inerview printer documentation for a compatible printe.	Ir you don	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	Locate File	
What prive Wind acture Privates Wind acture	What prive Private: <	that meet:	printer documentation for a compatible printer.	Look in: 🥌 Local Disk (C.)	- O 🔊
Core	Correr	What print Browse Conne Name	Manufacturer Printers Figliou HP Lasseldt 4250 PCL 6 GGC HP Lasseldt 4250 PCL 6 Geranic HP Lasseldt 4250 PCL 6 Hernic Hernic HP Lasseldt 4250 PCL 6 HP Baceldt 4250 PCL 6 HP Lasseldt 4250 PCL 6 HP Baceldt 4250 PCL 7 HP Baceldt 4250 PCL 7 HP HP HP PacolC HP PacolC	Config.Me (WINDOW Documents and Settings Documents and Settings Process Per Lange Me 450 (Config. Lange Me 100) Intel Intel Config.Me 450 (Config. Lange Me 10) Intel Config.Me 10) Intel	WS
	Correct and the the Collect date is addiced down Correct Correct	(€) Conne URL:	This driver is not digitably signed! A Telms why driver same is involved Test why driver same is involved The test of the manufacture's involved in disk and then OK	Program Files ProcYULER populotogs System Volume Information tormation	
AA Browne noose the Driver that reflects the model number d Printer Wizard Belt the manufacturer and model of your printer. If your printer can with an inclusion did. cick A Have Dik. If your printer in the count of your	AA Browse		Copy manufacture's files from:	Image: state Image: state<	v
	Printers	noose the Dri	ver that reflects the model number		

7. Done!

FOR LINUX USERS



- 1. Choose under System > Administration > Printing
- 2. Click New > Printer



 Choose IPP. Under Host, type "beaver, private bit" w/o the quotes. Click Find Queue. A prompt will come out and you will be able to choose the printer with their corresponding locations.



4. Click OK, Forward and then Apply. Done.

FOR MAC OS X USERS

1) Under Syste	m Preference	s, open Print	and Fax				
000			System F	Preferences			
	Show All					٩	
Personal							
New				0	Ó	<u>Q</u>	
Appearance	Desktop & Screen Saver	Dock	Exposé & Spaces	International	Security	Spotlight	
Hardware				-			
		N	Ð		0		
CDs & DVDs	Displays	Saver	Mouse	Print & Fax	Sound		
Internet &	Network						
		Q	٠				
MobileMe	Network	QuickTime	Sharing				
System							
11		* *	(0)	#	?	0	
Accounts	Date & Time	Parental Controls	Software Update	Speech	Startup Disk	Time Machine	Universal Access
Other							
OpenAFS							

2) Click the + sign to add a new printer.

Show All	Print & Fax
Printers 10.217.10.31 • Idle 10.217.10.32 • Idle • Idle	Level 8 H Share t Location: Kind: HP LaserJet Status: Idle, Defaul Open Print Qu
Default Paper Si	Default Printer: Last Printer L ze in Page Setup: A4

3) Under **Protocol**, Choose Internet Printing Protocol. Under **Address**, type beaver.private.bii. Under **Queue**, type /printers/l/our printer queue name). Refer to <u>Appendix A</u>. Under **Name** and **Location**, refer to respective details for your printer in <u>Appendix A</u>.

		i	8	N		٩
ault Fax	IP	windows	Bluetooth	AppleTalk	More Printers	Searc
Protocol:	Inte	rnet Pri	nting Prot	ocol – IPP		\$
Address:	bear	ver.priva	te.bii	4-		•
	Valid	and comp	lete addres	s.		
Queue:	/pri	nters/17	office-c01	.printers.k	bii	•
	Leave	blank for	default que	eue.		
Name:	Leve	I 7 HP C	olor Laser	jet 4700	*	
Location:	Reso	ource Are	ea Equipm	ent Room		
Print Using:	Gen	eric Pos	tScript Pri	nter		•
					6	Add

4) Under Print Using:, select Select a driver to use...

Address:	beaver.private.bii	
	Valid and complete address.	
Queue:	/printers/l7office-c01.printers.bii	
	Leave blank for default queue.	
Name:	Level 7 HP Color Laserjet 4700	
Location		
inter the last	Auto Select	
rint Using	Select a driver to use	
	Other	
		Add
in the driver	name to locate your driver.	
Address:	beaver.private.bii	1
	Valid and complete address.	
Queue:	/printers/I7office-c01.printers.bii	1
	Leave blank for default queue.	
Name:	Level 7 HP Color Laserjet 4700	
Location:	Resource Area Equipment Room	
rint Using:	Select a driver to use	
-	Q HP Laserjet 4	0
	HP Color LaserJet 4650	
	HP Color LaserJet 4700	Q
	HP Color LaserJet 4730mfp	
	HP Color LaserJet 5/5M v2015.104	
	HP Color LaserJet CM4730 MFP	4
	HP Color Laserlet CM6040 MEP	

6) Click Add, Continue all the way and you're done

Appendix A

Location	Model	New URL
Near cubicle CU7-07	HP4250dn Blank & White Laser Printer	http://beaver.private.bii:631/printers/l7corp-b01.printers.bii
Near cubicle CU7-07	Sharp MX-4101N Multi Function Copier	http://beaver.private.bii:631/printers/l7corp-c01.mfc.bii
Outside RM7-01	HP CP2025dn Color LaserJet	http://beaver.private.bii:631/printers/l7corp-c01.printers.bii
Level 7 Equipment Room	HP4100dtn Black & White Laser Printer	http://beaver.private.bii:631/printers/l7office-b01.printers.bii
Near cubicle CU7-33	HP4250dn Black & White Laser Printer	http://beaver.private.bii:631/printers/l7office-b02.printers.bii
Opposite RM7-45	HP LaserJet 5200n Black & White Printer	http://beaver.private.bii:631/printers/l7office-b03.printers.bii
Level 7 Equipment Room	Sharp MX-4101N Multi Function Copier	http://beaver.private.bii:631/printers/l7office-c01.mfc.bii
Level 7 Equipment Room	HP4700dn Color Laser Printer	http://beaver.private.bii:631/printers/17office-c01.printers.bii
Opposite RM7-45	HP4700dn Color Laser Printer	http://beaver.private.bii:631/printers/17office-c02.printers.bii
Resource Area Equipment Room	HP4250dn Black & White Laser Printer	http://beaver.private.bii:631/printers/l7resource-b01.printers.bii
Resource Area Equipment Room	HP4700dn Color Laser Printer	http://beaver.private.bii:631/printers/17resource-c01.printers.bii
Between RM8-02 and RM8-03	HP4250dn Black & White Laser Printer	http://beaver.private.bii:631/printers/l8office-b01.printers.bii
Between RM8-02 and RM8-03	Sharp MX-2301N Multi Function Copier	http://beaver.private.bii:631/printers/l8office-c01.mfc.bii
Between RM8-02 and RM8-03	HP4700dn Color Laser Printer	http://beaver.private.bii:631/printers/l8office-c01.printers.bii

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