



Library Printer Set-up Instructions

Students can print to the Brother HL-L6200DW located in the law library. If you are running Windows 7, Windows 8, Windows 10 or Mac OS X, follow the corresponding instructions found below. If you are unsure of what operating system your laptop is operating, follow the steps below:

For Windows computers:

1. Click the start button (in the lower left corner)
2. Locate **'My Computer'**, **'Computer'**, or **'This PC'** – right click to produce drop-down menu
 - If not readily available, select **'File Explorer'** – once this page loads, locate **'This PC'** – right click to produce drop-down menu
3. From the drop down menu that appears, select **'Properties'**.
4. A window will appear indicating your operating system.

For Mac computers:

1. Click the apple menu button (in the top left corner)
2. Select 'About this Mac'
3. A window will appear indicating your operating system.

Windows 7

1. **Make sure you are connected to the Center's Wireless network, paralegal.edu** (password: paralegalpeople). This will not work if you are using a laptop connect card from Sprint, AT&T, Verizon, etc.
2. Click the start button
3. Click **'Control Panel'**
4. Go to **'Hardware and Sound'**
5. Click **'Devices and printers'**
6. Click **'Add a Printer'**. You should see **'What type of printer do you want to install?'**
7. Select **'Add a local printer'**
8. Select **Create a new port** and from the drop down box select **Standard TCP/IP Port**
9. Click Next for the **'Type a printer hostname or IP address'** page to load
10. Key in the Library Printer Hostname or IP address as **192.168.0.10**. Click next.
11. Install the printer driver for the CALS Library Printer.
 - Under Manufacturer, select **Brother**. Under printers, select **Brother HL-L6200DW Series [30055cbee043]** or **Brother HL-6180DW**.
 - Click next to continue
12. Add Name – **CALS Library Printer**. Click next.

13. Select '**Do not share this printer**'. Click Next.
14. Do **NOT** select '**Set as the default printer**'
15. Print Test page to confirm set up.
16. Click **Finish** to complete.

Windows 8

1. **Make sure you are connected to the Center's Wireless network, paralegal.edu** (password: paralegalpeople). This will not work if you are using a laptop connect card from Sprint, AT&T, Verizon, etc.
2. Swipe in from the right edge of the screen (if you are using a mouse, point to the lower-right corner of the screen)
3. Click '**Settings**'
4. Click '**Control Panel**'
5. Click '**Devices and Printers**'
6. Click '**Add a Printer**'
7. A window titled '**Install the printer driver**' will appear. Install the printer driver for the Library Printer. Your computer will most likely detect the proper driver. If not, select
 - Under Manufacturer, select **Brother**. Under printers, select **Brother HL-L6200DW Series [30055cbee043]** or **Brother HL-6180DW**.
 - If this Printer Driver does not appear, click '**Windows Update**'. Once this page refreshes (this may take a few minutes), search again.
 - Click '**Next**' to continue
8. Add – **CALS Library Printer**. Click next.
9. Select 'Do not share this printer'. Click Next.
10. Do **not** select '**Set as default printer**'
11. Click **Finish** to complete

Windows 10

1. **Make sure you are connected to the Center's Wireless network, paralegal.edu** (password: paralegalpeople). This will not work if you are using a laptop connect card from Sprint, AT&T, Verizon, etc.
2. Click the Start button from the desktop screen.
3. From the Start menu, click '**Settings**'.
4. On the Settings window, Click '**Devices**'
5. In the Devices window, on the left column, click '**Printers & Scanners**'; on the right column, click '**Add a printer or scanner**'
 - Select **Brother HL-L6200DW Series [30055cbee043]; Add device**.
 - If it says 'offline' remove device & refresh browser; Click '**Add a printer or scanner**'
6. On the Find a printer with other options window, click to select **Add a Printer using a TCP/IP address or hostname**, click **Next**.
7. Select in Device Type **TCP/IP Device**, then **Type** in the Hostname or IP address as **192.168.0.10**. Click **Next**.
8. A window titled '**Install the printer driver**' will appear. Install the printer driver for the Library Printer:
 - Under Manufacturer, select **Brother**. Under printers, select **Brother HL-L6200DW Series [30055cbee043]** or **Brother HL-6180DW**.
 - If this Printer Driver does not appear, click '**Windows Update**'. Once this page refreshes (this may take a few minutes), search again.
 - Click '**Next**' to continue
9. Add – **CALS Library Printer**. Click next.
10. Do **not** select '**Share this printer**'
11. Do **not** select '**Set as default printer**'
12. **Print Test page** to confirm set up. Click **Finish** to complete

Mac OS X

1. **Make sure you are connected to the Center's Wireless network, paralegal.edu** (password: paralegalpeople). This will not work if you are using a laptop connect card from Sprint, AT&T, Verizon, etc.
2. From **Apple menu**, select **System Preferences**.
3. Under the Hardware section, Double-Click **Printer & Scan** (or **Printer & Fax**).
4. In the **Print & Scan (or Print & Fax)** window, click on the plus sign button (bottom left corner of left column) – Clicking this plus sign (+) will bring the process of adding a printer.
5. Click on the **IP tab** in the Print Browser window.
 - Set Protocol to **HP Jetdirect - Socket**.
 - For **Address**, enter the IP address as **192.168.0.10**.
 - Leave the **Queue** field blank
 - For **Name** and **Location**, enter **CALS Library Printer**
6. To select the specific printer type, under **Use** select **Printer software**.
 - Select **Brother HL-6180DW**.
7. Click **Add** to complete.
8. Do not set **CALS Library Printer** as default printer. Do not share **CALS Library Printer** to network.