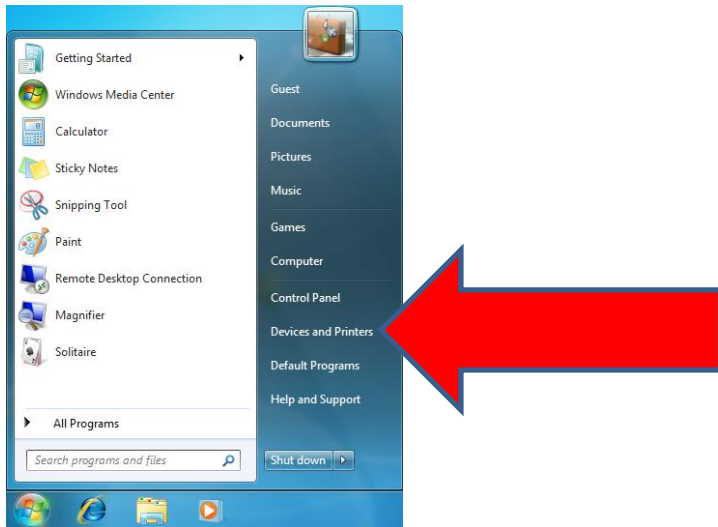
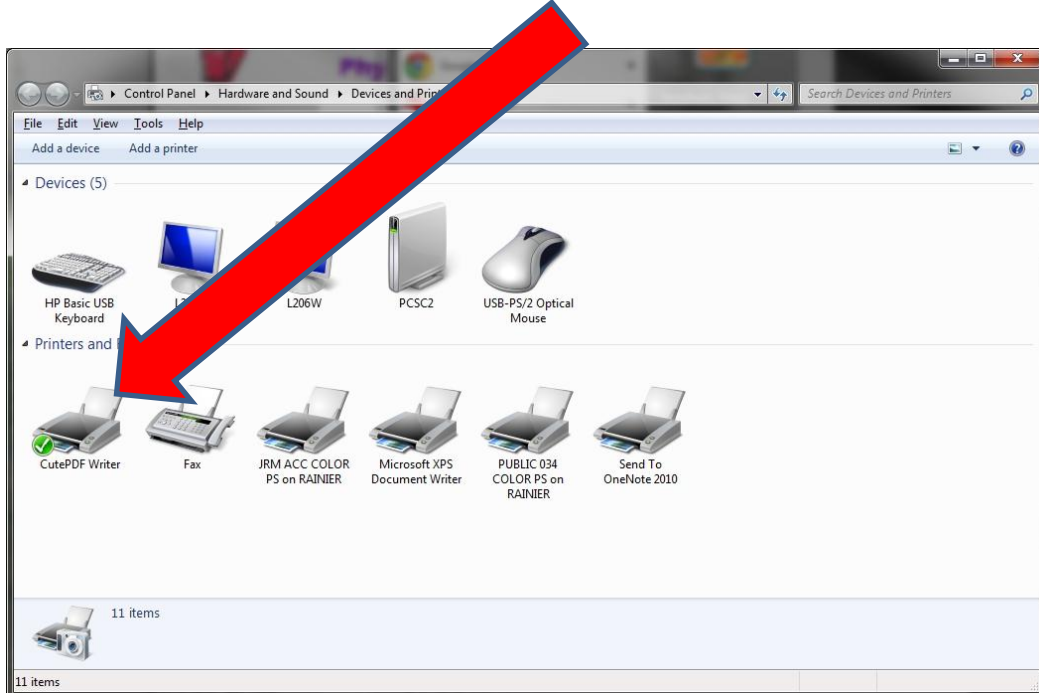


# How to Add a Printer Effective March 2016

1. Go to Window Menu and look for Devices and Printers



2. Select the printer that you are currently connected to and right click on it. Then select "remove device"



3. After removed, please go to this link (You MUST only use Explorer). If it does not open, please copy and paste on Internet Explorer



[http://hmwprtprod09/printers/ipp\\_0001.asp?campus=239](http://hmwprtprod09/printers/ipp_0001.asp?campus=239)

4. Find your printer using the Location column and click on the printer's name

Name	Status	Location	Jobs	Model	Comment
239Printer001	Ready	Room 14	0	OKI Universal PCL 5	16 OKI B431
239Printer002	Ready	AP Office	0	HP Universal Printing PCL 5 (v5.7.0)	AssistantPrincipal HP LaserJet 400 M451dn
239Printer011	Ready	Room T-19	0	OKI Universal PCL 5	OKI6250_Rm10 Oki B6250
239Printer012	Ready	T-14 Library	0	OKI Universal PCL 5	OKI6250_T14 Oki B6250
239Printer003	Ready	Principal's Office	0	HP Universal Printing PCL 5 (v5.7.0)	HP2025_Principal HP Color LaserJet CP2025N
239Printer004	Ready	Rm11	0	HP Universal Printing PCL 5 (v5.7.0)	HP2035_Rm11 HP LaserJet P2035n
239Copier001	Ready	Main Office	0	RICOH PCL6 UniversalDriver V4.3	Ricoh 9002
239Copier002	Paper Jam	Main Office	0	RICOH PCL6 UniversalDriver V4.3	Ricoh 8002
239Printer005	Ready	Room 11	0	HP Universal Printing PCL 5 (v5.7.0)	hp400_18 HP LaserJet 400 M451dn
239Printer006	Ready	12	0	HP Universal Printing PCL 5 (v5.7.0)	HP400_Rm12 HP LaserJet 400 M451dn
239Printer007	Printer Offline	Room 2	0	HP Universal Printing PCL 5 (v5.7.0)	HP400_RM2 HP LaserJet 400 M451dn
239Printer008	Ready	Room 6	0	HP Universal Printing PCL 5 (v5.7.0)	HP400_Rm6 HP LaserJet 400 M451dn
239Printer009	Ready	office/poster printer	0	HP Universal Printing PCL 5 (v5.7.0)	HPDJ500_OFFICE HP DesignJet 500
239Printer014	Ready	Counselor office	0	OKI Universal PCL 5	Principal_Office OKI B431dn
239Printer015	Ready	Room 17	0	HP Universal Printing PCL 5 (v5.7.0)	Room_17 HP LaserJet 400 M451dn
239Printer016	Ready	Room 15	0	HP Universal Printing PCL 5 (v5.7.0)	HP400_Rm11 HP LaserJet 400 M401
239Printer017	Ready	Room T-26	0	HP Universal Printing PCL 5 (v5.7.0)	HP400_Rm15 HP LaserJet 400 color M451
239Printer018	Ready	Room 5	0	HP Universal Printing PCL 5 (v5.7.0)	HP Laserjet 400 color M451
239Printer019	Ready	Room 7	0	HP Universal Printing PCL 5 (v5.7.0)	HP Laserjet 400 color M451
239Printer020	Ready	Room 4	0	HP Universal Printing PCL 5 (v5.7.0)	HP Laserjet M402
239Printer021	Ready	Room 8	0	HP Universal Printing PCL 5 (v5.7.0)	HP Laserjet M402
239Printer022	Ready	Room 14	0	HP Universal Printing PCL 5 (v5.7.0)	HP Color Laserjet M452
239Printer023	Ready	Room 10	0	HP Universal Printing PCL 5 (v5.7.0)	HP Laserjet 400 color M451
239Printer024	Ready	Room T-15	0	HP Universal Printing PCL 5 (v5.7.0)	HP Laserjet 400 color M451
239Printer025	Ready	Room T-20	0	HP Universal Printing PCL 5 (v5.7.0)	HP Laserjet 400 color M451
239Printer026	Ready	Room T-22	0	HP Universal Printing PCL 5 (v5.7.0)	HP Laserjet 400 color M451
239Printer027	Ready	Room T-25	0	HP Universal Printing PCL 5 (v5.7.0)	HP Laserjet M402
239Printer028	Ready	Room T-27	0	HP Universal Printing PCL 5 (v5.7.0)	HP Laserjet 400 color M451
239Printer029	Ready	Room T-28	0	HP Universal Printing PCL 5 (v5.7.0)	HP Laserjet 400 color M451
239Printer030	Ready	Secretary	0	HP Universal Printing PCL 5 (v5.7.0)	HP Color Laserjet M553

5. On the left column, select "Connect" and follow the instructions. You are now connected to your printer!

239Printer009 on hmwprtprod09

Printer Queue: Ready    Waiting Time: 0  
 Pending Documents: 0

**VIEW**

- [Document List](#)
- [Properties](#)
- [All Printers](#)

**PRINTER ACTIONS**

- [Pause](#)
- [Resume](#)
- [Cancel Documents](#)
- [Connect](#)**

**DOCUMENT ACTIONS**

- [Pause](#)
- [Resume](#)
- [Cancel](#)

There is no document in the printer queue.