### QUICK GUIDE

# LOFFLER

## **HP: Loading Windows Print Driver**

- 1. Select <u>https://support.hp.com/us-en/drivers/selfservice/hp-universal-print-driver-series-for-</u> windows/503548/model/4157320
- 2. Download the driver based on the operating system of the computer which HP auto detects.

Software and drivers for W	HP Software			
Choose a university product Detected operating system: 📲 Windows 10 (64-bit) Choose a different OS				Products
X All drivers	Version	File size	Release date 👙	
<ul> <li>All drivers</li> <li>Open all</li> <li>Driver-Universal Print Driv</li> </ul>	Version Per (5)	File size	Release date  🔶	
<ul> <li>All drivers</li> <li>Open all</li> <li>Driver-Universal Print Driv</li> <li>HP Universal Print Driver for Windo ws PCL6 (32-bit)</li> </ul>	Version Per (5) 6.9.0.24630	File size	Release date 💠 Dec 1, 2019	과 Download

- **3.** Select the downloaded folder in the bottom left corner of the screen and unzip the file.
- 4. Follow the steps in the installation wizard.
- 5. Choose Dynamic Mode for installation mode and press Next.
- 6. Select Finish.
- **7.** Select the Windows icon and type Printers & Scanners. Open the application.
- 8. Choose Add a printer or scanner.
- 9. Select The printer I wasn't isn't listed.
- **10.** Select "Add a printer using a TCP/IP address or hostname" and press Next.
- **11.** From the drop down, choose TCP/IP address option.



 $\bigcirc$  My printer is a little older. Help me find it.

○ Find a printer in the directory, based on location or feature

O Select a shared printer by name



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- 12. Enter the machine's IPv4 address.
  - a. If unknown, refer to the user manual of the device for how to retrieve. This can be found at <u>www.support.hp.com</u>.
- 13. Uncheck the Query button and press Next.
- 14. Select Have Disk.
- 15. Select Browse.
- **16.** From the drop down, go to the location of the downloaded driver and select the .inf file.
  - a. If unsure, files are typically saved in the downloads folder or the C drive.
- 17. Press OK.
- 18. Select the driver and press Next.
- 19. Press OK.
- 20. Name the printer, if desired, and press Next.
- 21. Select Do not share this printer and press Next.
- **22.** The driver will complete installation. Select Print Test Page to verify the connection and press Finish.

\*\*Note: Print drivers are set to 2-sided and color printing by default. For assistance on changing defaults, please contact the Loffler service department. Contact information is on the red sticker on the front of the machine. Please refer to your 5-6 digit ID number when contacting.

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#### Type a printer hostname or IP address

Device type:	TCP/IP Device ~
Hostname or IP address:	10.0.2.144
Port name:	10.0.2.144

Query the printer and automatically select the driver to use

	Choose your printer from the list. Click Windows Update to see more models. Install From Disk ${\color{black}\times}$
	Insert the manufacturer's installation disk, and then ok make sure that the correct drive is selected below.
Manufa Canon Generic HP KONIC/ Microso	Copy manufacture's files from:         6]           A1         Browse
📮 Thi	s driver is digitally signed. Windows Update Have Disk
Inst	The printer driver driver Choose your printer from the list. Click Windows Update to see more models. To install the driver from an installation CD, click Have Disk.
Prin	ters HP Universal Printing PCL 6 (v6.9.0) HP Universal Printing PCL 6 (v6.9.0)
	This driver is digitally signed.         Windows Update         Have Disk           Tell me why driver signing is important <td< th=""></td<>
	Next