

## Installing Networked Printers in Ubuntu

- In a web browser, go to <http://www.rose-hulman.edu/TSC/services/printers/> . This is IAIT's page of the public networked printers on-campus
- On your keyboard, press the Super key (Windows key) and begin to type "printers". Click on the Printers icon that appears or press enter (if it is the first option displayed)
- In the Printers - localhost window, click the "+ Add" button
- In the New Printer window, select Network Printer. It will scan the network for available printers. Select AppSocket/HP JetDirect
- Go to your web browser with the Printers listed (pressing Alt-tab will cycle between active windows). Note the Host Name of the printer that you wish to install
- Go back to the New Printer window (select or Alt-tab) and in the Host: text box, enter the Host Name of the printer and add .printer.rose-hulman.edu . Select Forward. It will search for the printer and select the correct driver
- The next window will ask you to select the installable options of the printer
  - If you wish, you can select only Duplex (unless you are installing either the Worx or Apt Res Lounge printer as they do not have duplexing) and press Forward
  - If you prefer to find out which options are available for the printer, go back to your browser window and in a new tab, enter the same information that you had previously entered (hostname.printer.rose-hulman.edu ). This will load the printer's web interface. Select the Configuration Page on the left-hand of the page and it will display all of the options on the printer. The important values to note are the number of trays, duplex capability, total RAM, and whether or not the printer has a hard disk. Make a note of these options and select the appropriate options in the New Printer window. Click Forward
- In the next window, enter an appropriate printer name. Spaces are not permitted. If you wish, you may enter values for Description and Location. Click Apply
- Click Cancel to print a test page
- If you wish to install any other printers, repeat this process for each one