

## **To Install the HP Laser Jet 4650 PCL 6 on a PC Laptop with Windows XP and an Ethernet connection to the Computer Room Network**

Start, Control Panel, Printers & Faxes. Add Printer (in the left pane), follow the wizard that comes up. Click Next. Choose Local printer and leave the second box checked where it says “automatically detect and install my Plug and Play printer”. Click next. It will search for a printer and should fail. When you click next it should drop you into the install the printer manually sequence.

**Manual Printer Install:** Depending on the configuration of your laptop, you may need to use one or more of the following options and possibly in a different order than listed. Read all carefully before you proceed.

- **If there are no network printers and no TCP/IP ports** already installed on your machine, the next box will ask you to pick a manufacturer (HP) and then choose 4650 Color Laser Jet PCL. If that machine is not listed try the next closest number 4550 Color Laser Jet PCL. Click next and let the machine install it. Then you should have a printer that shows up on your printers and faxes folder.
- **If there is a port already installed** it will ask you to choose one or create a new one and you choose the Standard TCP/IP port. In the “Printer Name or IP Address” box type the following numbers. **10.10.20.200** Then you should be able to choose a printer manually.
- **To Create the Port:** Right click on the HP Laser Jet in your Printers and Faxes folder. Click on Properties. Click on Port (across the top tabs) Create a new port (towards the bottom left) Standard TCP/IP Port. A new wizard open up. Click next. In the “Printer Name or IP Address” box type the following numbers. **10.10.20.200** Click on “create new port” and then apply and close. Click next. Click finish. You should be able to print a test page.