Printing to Library printers with Windows 8

First Floor Laser Printers

Open the Control Panel

Choose View Devices and Printers

Add a printer

The printer that I want isn't listed
Select a shared printer by name: http://crimson.hope.edu:631/printers/vwlibcat

Find a printer by other options

- Select a shared printer by name
  - http://crimson.hope.edu:631/printers/vwlibcat
  - Example: \computername\printername or http://computername/printers/printername
- Add a printer using a TCP/IP address or hostname
- Add a Bluetooth, wireless or network discoverable printer
- Add a local printer or network printer with manual settings:

Add Printer Wizard

HP LaserJet 4200/4300 PCL6 Class Driver

You've successfully added vwlibcat on http://crimson.hope.edu:631

Printer name: vwlibcat on http://crimson.hope.edu:631

This printer has been installed with the HP LaserJet 4200/4300 PCL6 Class Driver.
Change printer properties by Right Clicking on the printer icon. Then select 'Printer properties'.

Go to the 'Device Settings' tab.

A. Check that the Duplex Unit: says 'Installed' to enable 2-sided printing

B. Then click 'OK'
Second Floor MFP Printers

Open the Control Panel

Choose View Devices and Printers

Add a printer

The printer that I want isn’t listed

Select a shared printer by name: http://crimson.hope.edu:631/printers/vwlibmfp

Find a printer by other options

- Select a shared printer by name
  
  http://crimson.hope.edu:631/printers/vwlibmfp

- Add a printer using a TCP/IP address or hostname

- Add a Bluetooth, wireless or network discoverable printer

- Add a local printer or network printer with manual settings
Change printer properties by Right Clicking on the printer icon. Then select 'Printer properties'.

Go to the 'Device Settings' tab.

A. Check that the Duplex Unit: says 'Installed' to enable 2-sided printing

B. Then click 'OK'