CampusConnect

1. Register your printer as a device on your CampusConnect account
   - Go to www.mycampusnet.com and login
   - Click the **Connect more Devices** link and click next
   - Select **Other not listed** for the device list
   - Enter the MAC address of your printer
   - Reboot your printer

2. Once the printer is connected to the internet, locate the printer IP address.
   - This may be available by printing a test page or consult your printer manual on how to find the IP address

3. Follow the Steps below to install your printer using its IP address
   - **Mac OSX**
     - Click on the **Apple Icon** in the top left corner of the screen
     - Click **System Preferences**
     - Select **Print and Fax** or **Print and Scan**
     - Click on the **+** icon to add a new printer to the list of printers
     - Click on the **IP** icon
     - From the Protocol pop-up, select **Line Printer Daemon-LPD**
     - In the Address field, enter the IP address of your printer
     - Click **Add**

   - **Windows 10**
     - Click (Windows key) and **X** to bring up a menu
     - Click on **Control Panel**
     - Click on **Hardware and Sound**
     - Click on **Advanced Printer Setup** under **Devices and Printers**
     - The printer may appear in the box. If so, select it. If not, click **The printer that I want isn't listed**
     - Select **add a printer using a TCP/IP address or hostname**. Click **Next**
     - Type the hostname or IP Address of the printer. Click **Next**
     - Windows 10 should find the printer if the printer is on and configured correctly. You may have to specify more information. If prompted, select the type of network adapter installed in the printer in the **Device Type** drop down list. You can also click **Custom** to specify customer settings for the network printer. Click **Next**

- **Windows 8**
  - Click (Windows key) and **X** to bring up a menu
  - Click on **Control Panel**
  - Click on **Hardware and Sound**
  - Click on **Advanced Printer Setup** under **Devices and Printers**
  - The printer may appear in the box. If so, select it. If not, click **The printer that I want isn't listed**
  - Select **add a printer using a TCP/IP address or hostname**. Click **Next**
  - Type the hostname or IP Address of the printer. Click **Next**
  - Windows 8 should find the printer if the printer is on and configured correctly. You may have to specify more information. If prompted, select the type of network adapter installed in the printer in the **Device Type** drop down list. You can also click **Custom** to specify customer settings for the network printer. Click **Next**

- **Windows 7**
  - Click **Start** and type print in the search box
  - Click **Devices and Printers**
  - Select **Add a printer**
  - Select **add a Network, Wireless, or a Bluetooth Printer**
  - The printer may appear in the box. If so, select it. If not, click **The Printer I Want Isn't Listed**
  - Select **add a printer using TCP/IP Address or hostname.** Click **Next**
  - Select **TCP/IP Device** in the **Device type** list
  - Type the hostname or IP Address of the printer. Click **Next**
  - Windows 7 should find the printer if the printer is on and configured correctly. You may have to specify more information. If prompted, select the type of network adapter installed in the printer in the **Device Type** drop down list. You can also click **Custom** to specify customer settings for the network printer. Click **Next**.

Note: The printer IP address could change. If you attempt to print and it doesn't work, go back to step 2 and update the printer's new IP address in the computer's printer configuration.