1. From the "start menu", click on "Devices and Printers"
2. Click on “Add a printer” and choose “Add a local printer”.

- **Add a local printer**
  Use this option only if you don’t have a USB printer. (Windows automatically installs USB printers when you plug them in.)

- **Add a network, wireless or Bluetooth printer**
  Make sure that your computer is connected to the network or that your Bluetooth or wireless printer is turned on.
3. Choose “create a new port” and pick “Standard TCP/IP Port” from the drop down menu.
4. Type the following for the next box and click “Next”:

Hostname or IP address: PRINTSERV.slac.stanford.edu
Port name: This should be the DNS queue name of the printer.
PLEASE NOTE, for beamline printing the correct queue names can be found at the bottom of this document.
5. After Detecting TCP/IP port you will arrive at the “Additional port information required” window. Click on “Custom”, then “Settings”.
6. Click on “LPR” and fill in “Queue Name” with the correct DNS queue name. This should match the “Port Name”.

7. Make sure the “LPR Byte Counting Enabled” box is checked.
8. W7 comes built in with most HP drivers. If you do not see your printer in the list then you must download the driver from the manufacturer.
SSRL beamline print queue names by location

Location: Beamline 4 / Queue Name: BL42-HP4600
Location: Beamline 6 / Queue Name: BL6-HP3525
Location: Beamline 7 / Queue Name: BL7-HP3525
Location: Beamline 9 / Queue Name: BL9-HP3525
Location: Beamline 9 / Queue Name: BL9-HP4200
Location: Beamline 13 / Queue Name: BL13-HP3525

For any additional questions or concerns please send email to m$printers@slac.stanford.edu.

Thank you