



Appendix F: Setting Up Your Laptop to Print Wirelessly at the Willits Library, Mendocino County Library

1. Click Start, go to **Control Panel** or **Printers and Faxes (OR Printers & Other Hardware)**.
2. Click **Add Printer**. This will open up a wizard. Click Next.
3. Select **Local Printer** and make sure the checkbox (Automatically detect and install my Plug and Play printer) is **NOT** selected. Click Next.
4. Select **Create a new port** and in the drop-down menu, select **Standard TCP/IP Port**. Click Next.
5. The screen, “Welcome to the Add Standard TCP/IP Printer Port Wizard,” should appear. Click Next.
6. In the “Printer Name or IP Address” field, type “192.168.1.155” (NO quotation marks). (You may be asked to click Next at this point.)
7. Select “HP” in the printer manufacturer box, and scroll down to and select HP LaserJet 4050 PCL6 (if this is not on your list, choose HP LaserJet 4050 PCL instead).
8. Your computer will now *probably* automatically install the driver for this printer. Just let it or click **OK** if it asks.
9. If asked, choose **Do Not Share This Printer**.
10. If asked to “Print a test page?”, select **No**.