Adding a local printer on a Windows computer

1. Obtain a USB cable from the front desk.
2. Plug the USB cable into the rear of the printer and your computer.
3. The computer should recognize the printer and prompt to Install Software. If it doesn’t follow these instructions. If not, follow these instructions.
4. Click Start > Devices and Printers
5. Click Add a Printer
6. Click Add a local printer
7. Select use existing port LPT1 (Printer Port)

Choose a printer port

A printer port is a type of connection that allows your computer to exchange information with a printer.

- Use an existing port: LPT1: (Printer Port)
- Create a new port:
  - Type of port: HP Universal Print Monitor
8. Select the Manufacturer HP and Printers HP LaserJet 4250 (could be PCL5, PCL6 or PS) or choose your printer model.

9. Click Next
10. Click Next
11. Click Next
12. Click Finish