How to Print at School

These instructions will assist you in using the Universal Printer to print at school.

**1. Pull up what you want to print or what your teacher is asking you to print.**

**2. Click File in the top left corner then click print.**



**3. Once the option screen pops up, click Change… button.**



**4. This will open up a list of printers, click the one that says “HP Universal Printing PCL 6.”**



**5. Then all the way at the bottom click “Print using system dialog…”**



**6. Make sure “HP Universal Printing PCL 6” is highlighted in blue and the click “preference” on the right side of the little pop up window.**



Click preferences

Make sure this is highlighted in blue or gray

**7. Then select “Enter a Printer Address”.**



Click this and it will open a little pop up window

**8. When that little box pops up, type in the printer IP address, most likely your teacher will have this for you.**



Type in the IP address of the printer here.

Ex. 10.5.134.20

**9. Once you have typed in this address, click OK.**



Click OK when you have typed in the address.

**10. Make sure the correct printer and IP address in on the right side of the screen under Printer Information.**



Printer name and IP address should be displayed here, check to make sure it is correct.

**11. Then click OK, the computer should show a little looking screen.**



This is what the looking screen looks like.

**12. Then a pop up window displaying printing preferences will come up, just click OK**



Printing preference screen looks like this, just click OK

**13. Then press print and you should be good to go.**