Installing a BTI printer in Win7/Vista:

Start (MS icon in lower left)
Control panel
Printers
Add a Printer from Menu Bar
Add a local printer

Choose a printer port
Create a new port
Standard TCP / IP Port

Enter the printer’s IP address
(Choose from the list attached)

Detecting Printer
• Printer will be found and you must identify printer driver to use
• It may be selected automatically by your system
• You may need to download the proper printer drivers from the manufacturers website for newer printers.
• Many of the older models are installed with your operating system.

Give the printer a name

Highlight Printer to customize

Make Default Printer

Choose Printing Preferences
- set for duplex printing (two-sided, long-edge)
- set for black and white only or color prints

Ricoh machines:  Finishing Tab, Color Tab
HP machines:
Preferences, Advanced, Document Options,
Printer Features, Print all text as black – enabled
Preferences, Finishing, Print on Both Sides
## BTI PRINTERS – Public Printers

<table>
<thead>
<tr>
<th>Location</th>
<th>Printer Description</th>
<th>IP address</th>
</tr>
</thead>
<tbody>
<tr>
<td>B2</td>
<td>Basement B2 HP 4600</td>
<td>10.236.156.63</td>
</tr>
<tr>
<td>1st</td>
<td>1st Floor HPCP4005dn **effective 3/20/15</td>
<td>10.236.156.43</td>
</tr>
<tr>
<td>1st</td>
<td>1st Floor HPm603dn</td>
<td>10.236.156.53</td>
</tr>
<tr>
<td>2nd</td>
<td>2nd Floor Hall Ricoh Aficio SP C420dn</td>
<td>10.236.156.32</td>
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<td>200</td>
<td>Resource Center Ricoh Aficio SP C420dn</td>
<td>10.236.156.33</td>
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<td>3rd</td>
<td>3rd floor Xerox 6280dn</td>
<td>10.236.156.107</td>
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<tr>
<td>303</td>
<td>Stern Lab in 303 HP4250dn</td>
<td>10.236.156.117</td>
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<tr>
<td>318</td>
<td>Martin Lab HP4000</td>
<td>86.182</td>
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<tr>
<td>4th</td>
<td>4th floor HP4700dn</td>
<td>10.236.156.109</td>
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<tr>
<td>426</td>
<td>Giovannoni Lab Xerox Work Centre 3325</td>
<td>86.163</td>
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03/19/15