1. Click Start, Settings, Printers

2. Click Add a Printer in the Printer Tasks box.

3. Add Printer Wizard will appear, click Next

4. Select “Local printer attached to the computer” and uncheck “Automatically detect…..”

5. Click Next
6. Select Create a new port

7. Click down to select Standard TCP IP Port

8. The TCP IP Wizard screen will appear click Next

9. Enter the IP address of the printer, if you do not know the IP address you can run a Status or Configuration page from the printer and the IP address will be listed or if there is another workstation already configured for TCP/IP you can check the IP address of the printer there through Printer Properties, Port settings.
10. Click Next

11. Accept the Device type window, click Next and Finish

12. Select the appropriate Manufacturer and printer and click Next

13. Accept the name of the Printer and decide if you wish it to be the default printer for your workstation. Click Next

14. Do not share the printer

15. Print a test page

16. Finish