Print Setup Guide

HP | Windows

Follow the steps below to install the HP print driver and connect your computer to the copier over the network.

Step 1: Download the Print Driver

You will need to download the HP Universal Print Driver from HP's website before installing.

1. Open a web browser and go to **hp.com**.
2. Search for **drivers** using the site search.
3. Select **Printers** from the product category options.
4. Search for your **model number** in the driver search field and select it from the dropdown.
5. Select **Driver-Universal Print Driver** in the list of print drivers.
6. Download the **PCL6** file.

Step 2: Install the Driver

Once the file has been downloaded, follow the wizard to install the driver and add the printer.

1. Open the downloaded **PCL6** file.
2. Scroll through the extracted files and open the file named **Install** to launch the setup wizard.
   Note: You may need Admin credentials at this step. If so, contact your IT administrator for assistance.
3. When prompted, select **Traditional Setup**.
4. Another window will pop up, select **Add a Printer by IP Address**.
5. Change the device type from **IPP Device** to **TCP/IP Device**, then enter the printer's IP address.
   *To find the IP address: On the copier's home screen, tap the '**i**' icon in the top-right corner, then select 'Ethernet' or 'Wireless'. Look for the IPv4 Address.*
6. Select the **HP PCL 6 Universal Driver**.
7. Choose a name for the printer (this will only show on your computer) and select **Do Not Share Printer Name**.
8. When prompted, select **Print Test Page** to confirm the connection is working.

Admin Password Assistance

If you require Admin credentials at any point during setup, please contact your IT administrator for assistance.

Need Help?

If you have trouble connecting or need assistance, please don't hesitate to reach out to us!
770-218-2020 or service@aomcopy.com