

University of Minnesota
Center for Magnetic Resonance Research

For an HST computer connecting to an HST printer,

Windows 10 or 11 PC

1. Open File Explorer(Folder Icon) and click on This PC
2. Click on address box near top of window
3. Type in \\ahcprint1 then press enter
4. Click on any printer and press the C key to advance to the CMRR printers. (You may have to scroll down a little to get to the CMRR printers.)
5. Find the CMRR printer you want installed and double click on that printer. The driver should install.
6. Verify the printer with a test page or any other print.

MAC (Sonoma OS)

1. Download the appropriate driver for the printer you are trying to install.
 - a. For the MultiFunction Printers(Canon, Xerox, Toshiba): Always select the UFR II driver from the website of the vendor.
2. Verify the driver install is complete.
3. Open printers menu under Settings menu
4. Click on Add Printer, Scanner, or Fax button to add a new printer.
5. Click on the IP icon at the top of the Add Printer menu
6. Enter the hostname of the printer you need to add. (copier.cmrr.umn.edu)
7. Select LPD for Protocol
8. Click Add button
9. Click on Select Software under the Use menu
10. Find the printer driver that matches the printer being installed
11. Click the Add button

12. Your printer should install
13. Test the printer with a print from any app.

For any non HST Windows Computer connecting to a CMRR printer,

1. Browse to Printers and Scanners menu in the System Settings menu
2. Scroll down and click on Add a new device manually
3. Click on Add a local printer or network printer with manual settings
4. Click Next
5. Click Create a new port
6. Click Standard TCP/IP Port
7. Click Next
8. Type in host name of printer you want to add. (copier.cmrr.umn.edu)
9. Click Next
10. Accept the default of Generic Network Card and click Next
11. Find the driver for the printer to be added. You may have to click on Windows Update to find the correct driver. If both of those attempts fail, you will have to go to the vendors site and download the appropriate driver.
12. Select the appropriate driver and click Next two times to install the printer.
13. Click on Do not share this printer. Click Next
14. Click Finish
15. Test the printer with a test page or a print from any app.