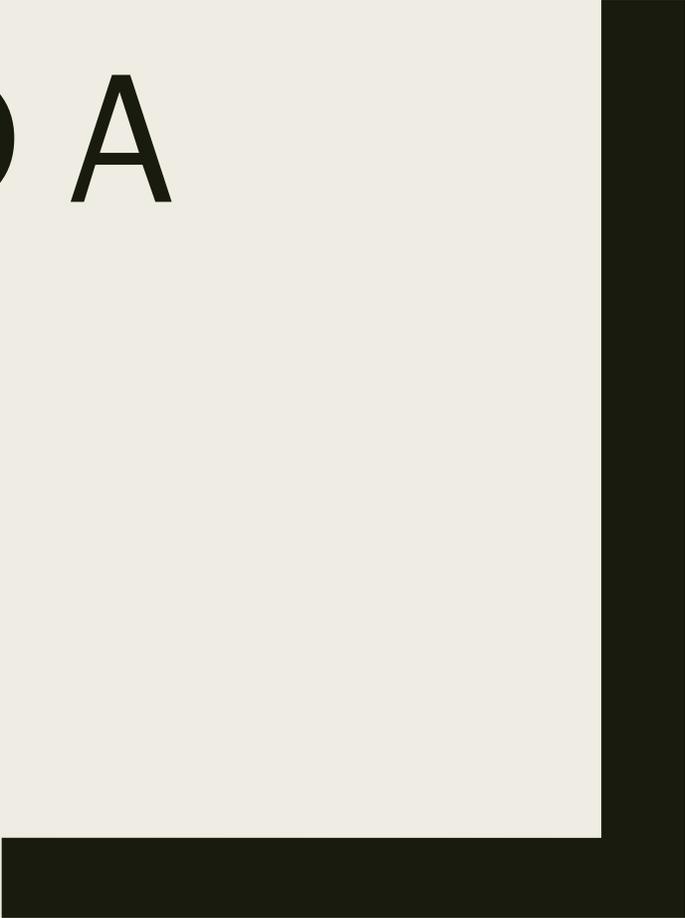


# HOW TO ADD A PRINTER

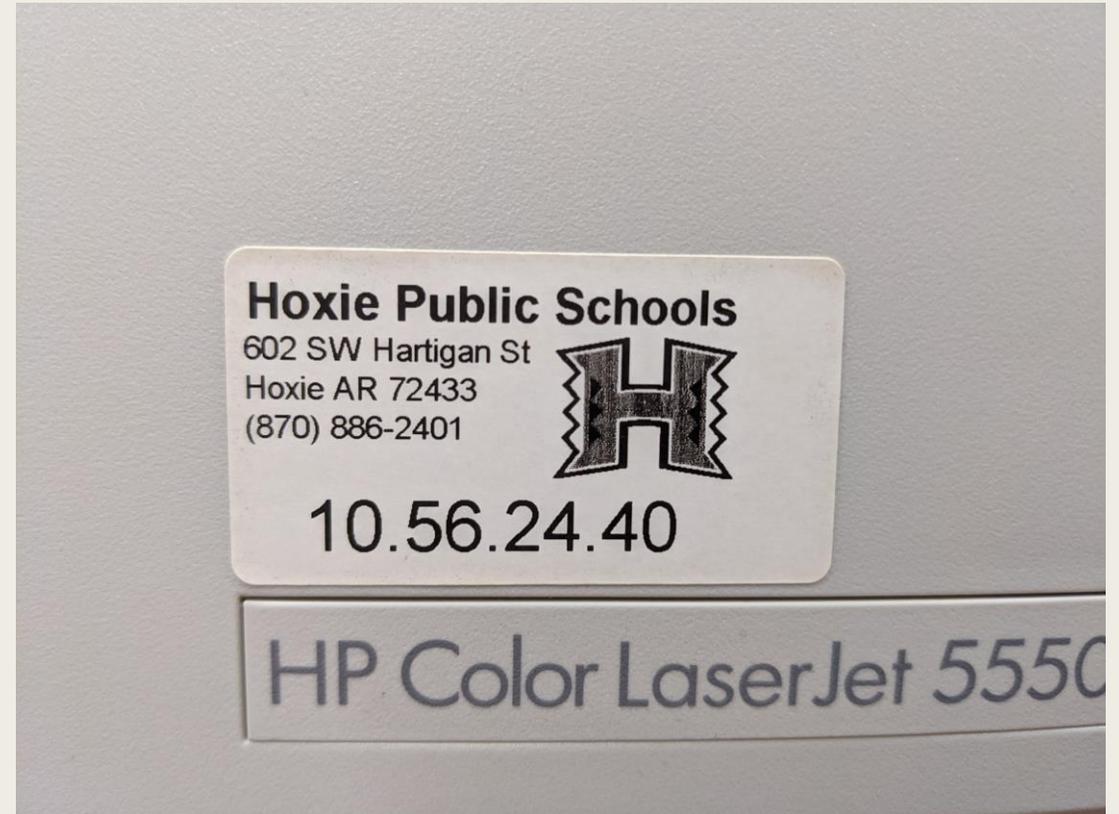
Windows 10  
Created 8/20



# Step #1

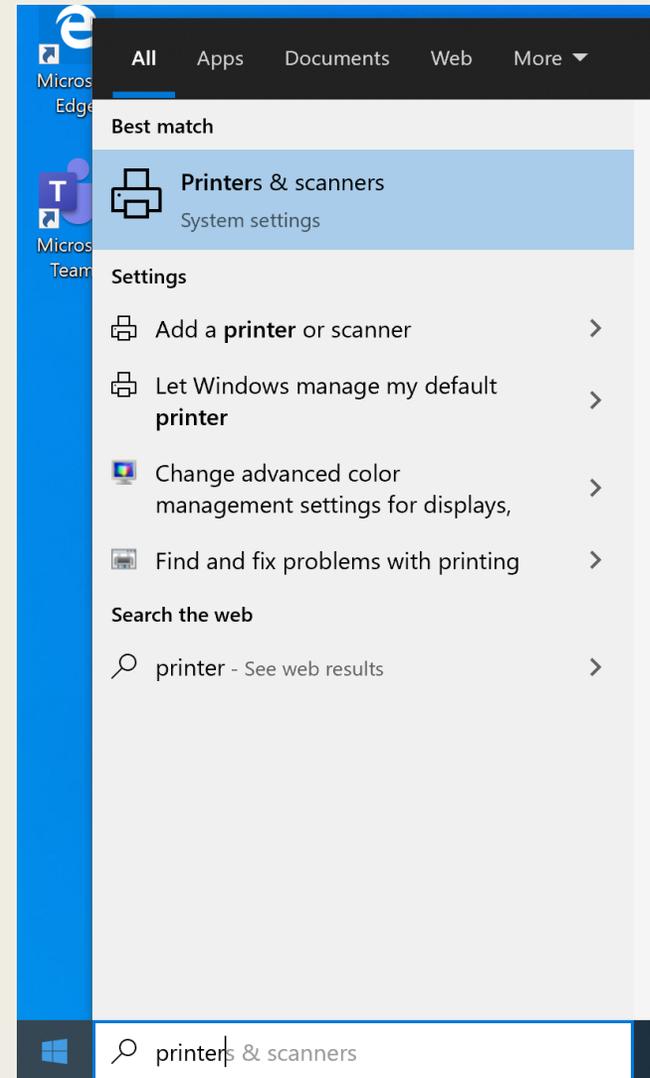
Locate the sticker on the printer you would like to connect to.

- If it says USB you will not be able to connect to it.
- If it is missing the sticker submit a tech request.



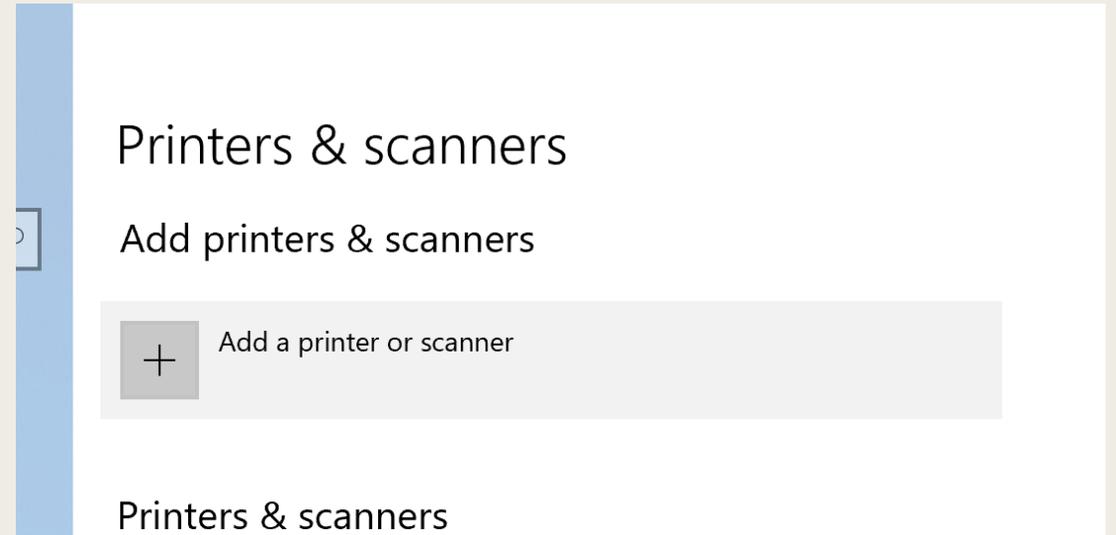
# Step 2

Click on the start button and type in printers, once you see the Printers & Scanners icon, hit enter to open it.



# Step #3

Click on Add a printer



# Step #4

The list will start to populate, just scroll to the bottom and click on “The printer that I want isn’t listed”

 Printer

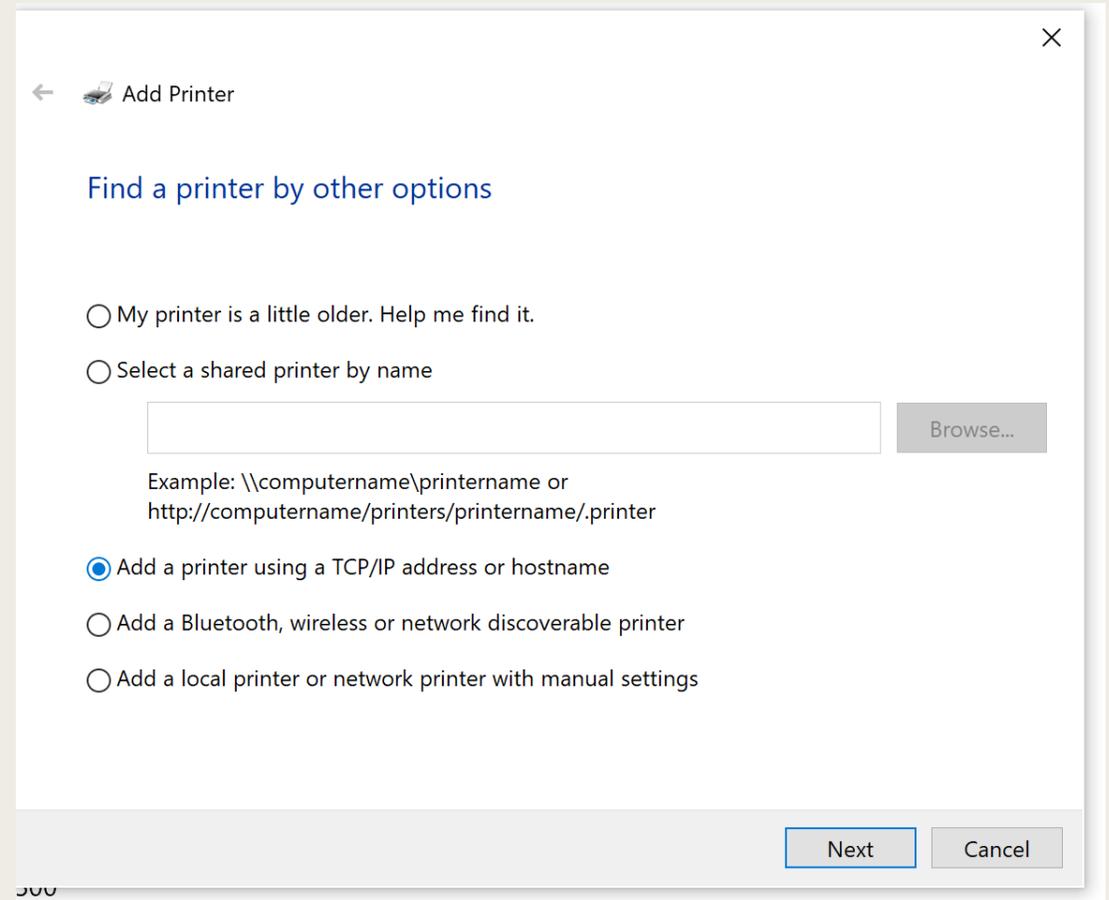
[The printer that I want isn't listed](#)

Printers & scanners

 5500

# Step #5

Now select add a printer using TCP/IP



# Step #6

Now enter in the address from step #1

← Add Printer

Type a printer hostname or IP address

Device type: Autodetect

Hostname or IP address: 10.56.24.40

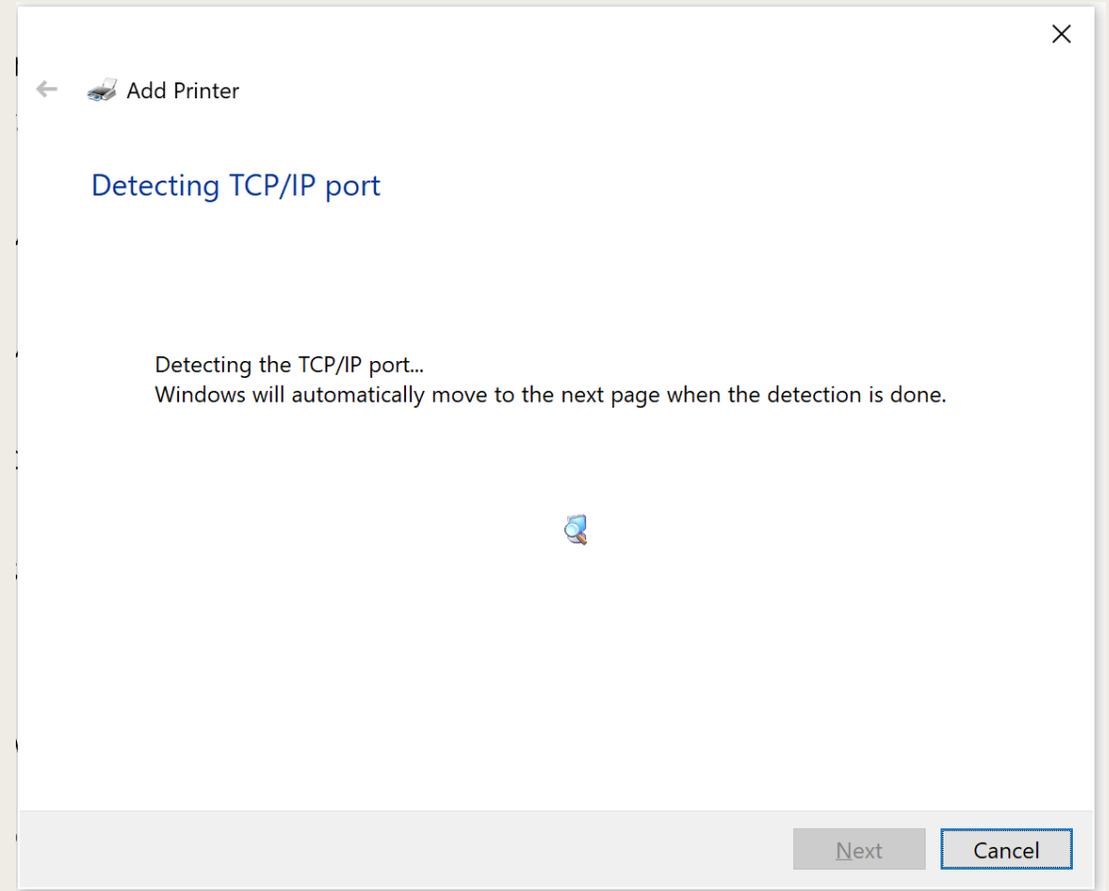
Port name: 10.56.24.40

Query the printer and automatically select the driver to use

Next Cancel

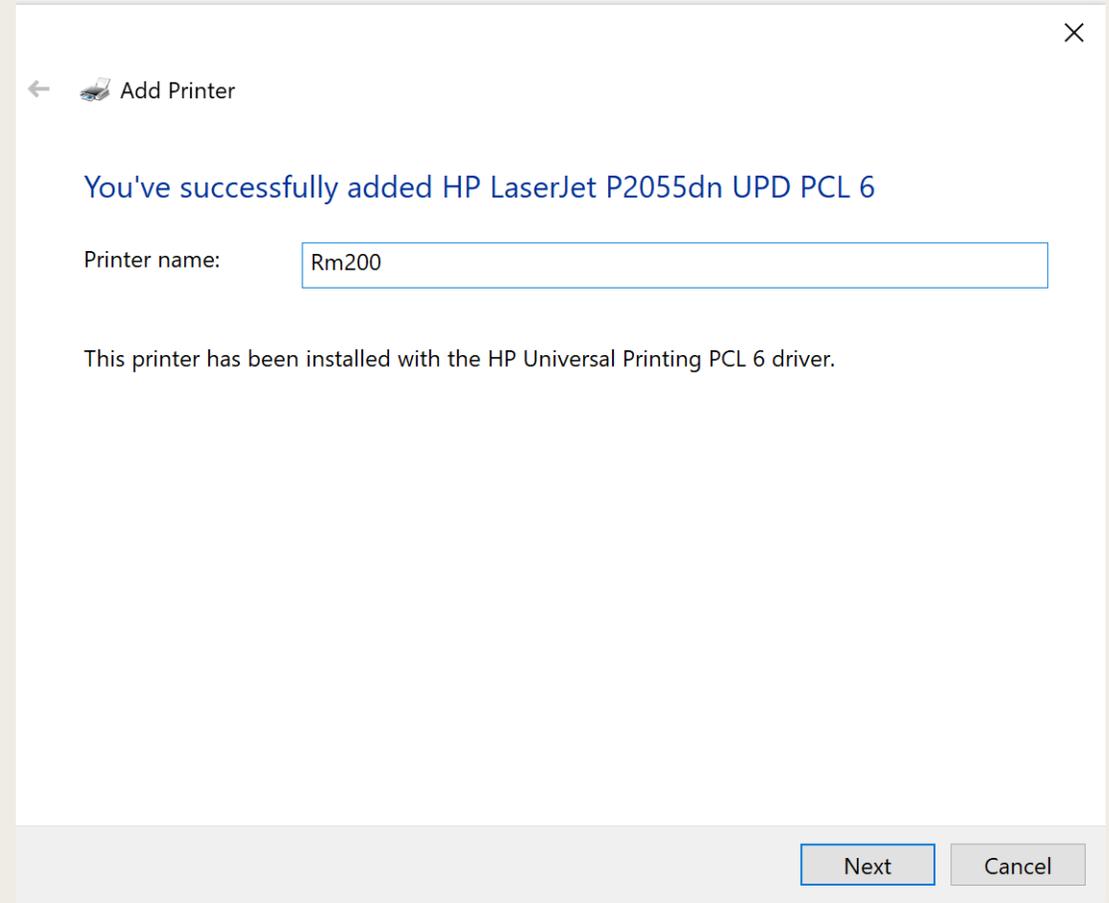
# Step #7

Sit tight, it will now find the printer and drivers for the printer



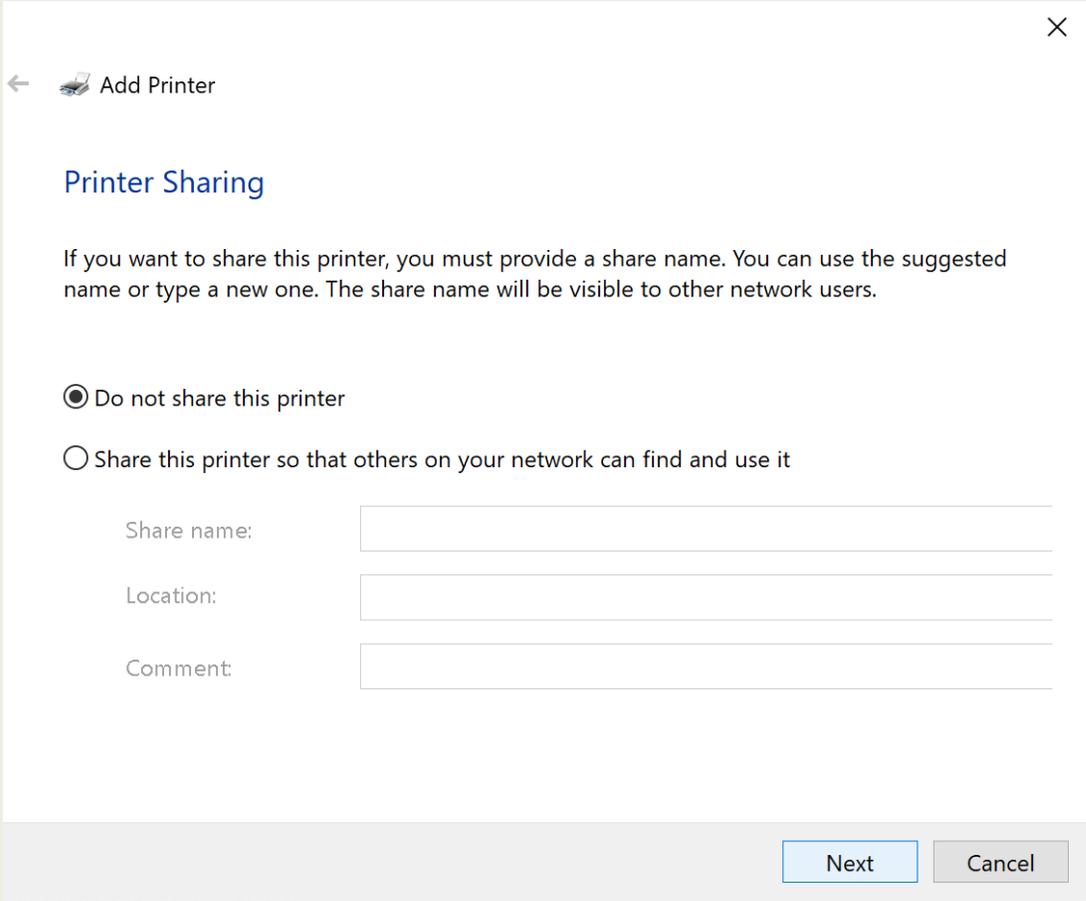
# Step #8

Now it will ask you to name the printer. You can name it anything you like. I would recommend naming it your room number.



# Step #9

Make sure to select “Do not share the printer” This is very important.



The screenshot shows the 'Add Printer' dialog box in Windows. The title bar reads 'Add Printer' with a back arrow on the left and a close 'X' on the right. The main heading is 'Printer Sharing' in blue. Below it, a paragraph states: 'If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.' There are two radio button options: 'Do not share this printer' (which is selected) and 'Share this printer so that others on your network can find and use it'. Below these options are three text input fields labeled 'Share name:', 'Location:', and 'Comment:'. At the bottom right, there are two buttons: 'Next' (highlighted in blue) and 'Cancel'.

# Step #10

Done, you are now ready to start printing.

