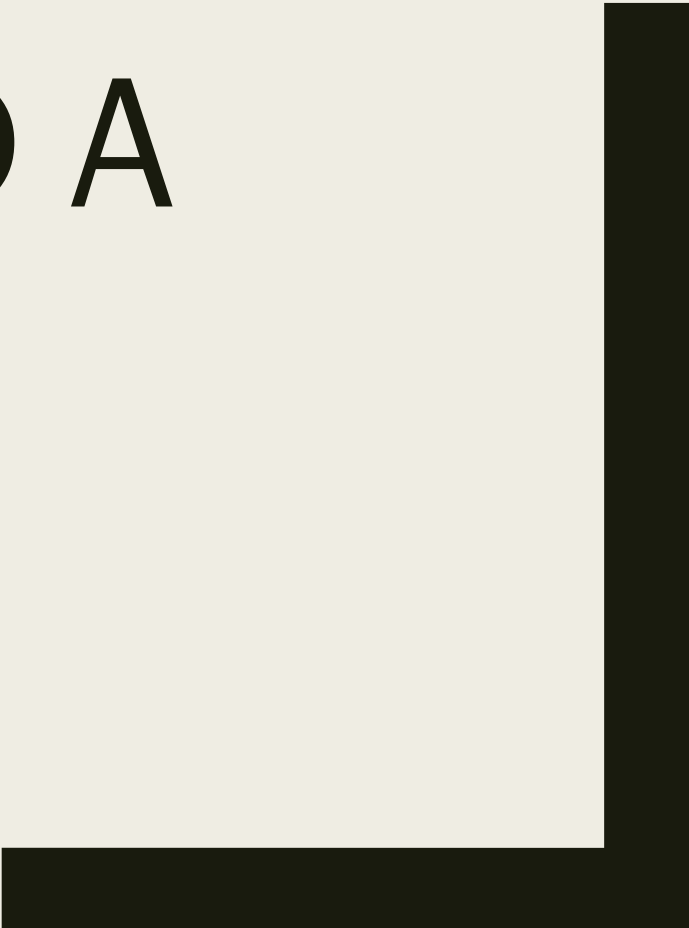




HOW TO ADD A PRINTER

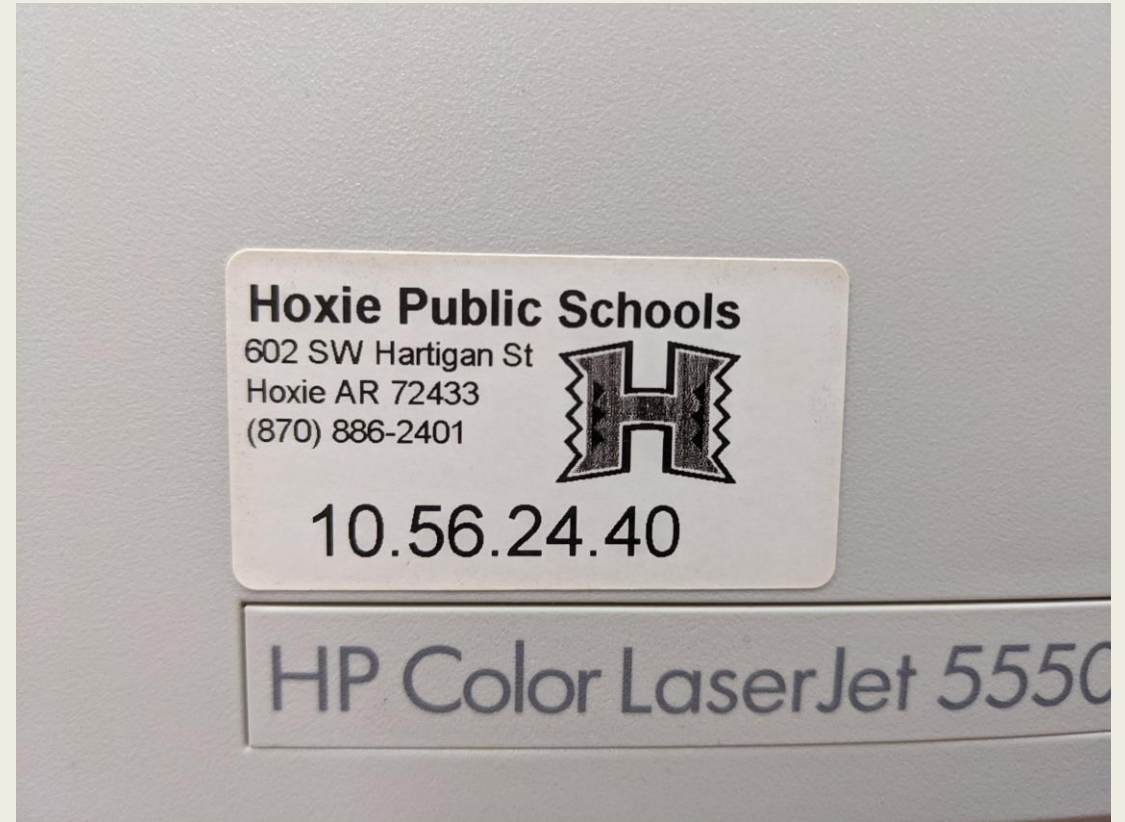
Windows 10
Created 8/20



Step #1

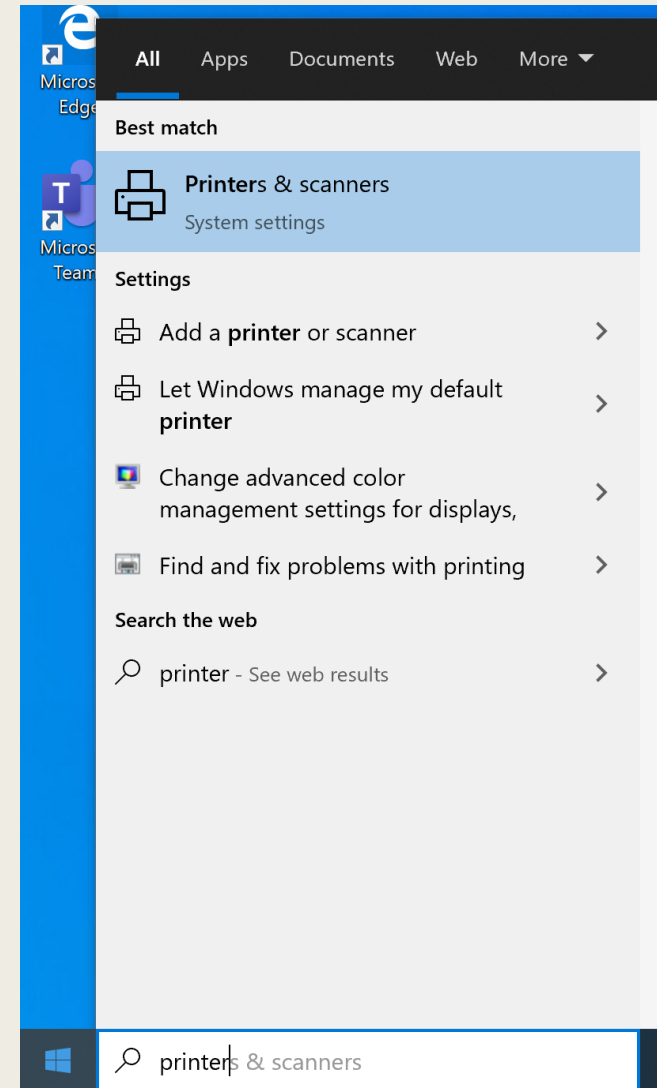
Locate the sticker on the printer you would like to connect to.

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



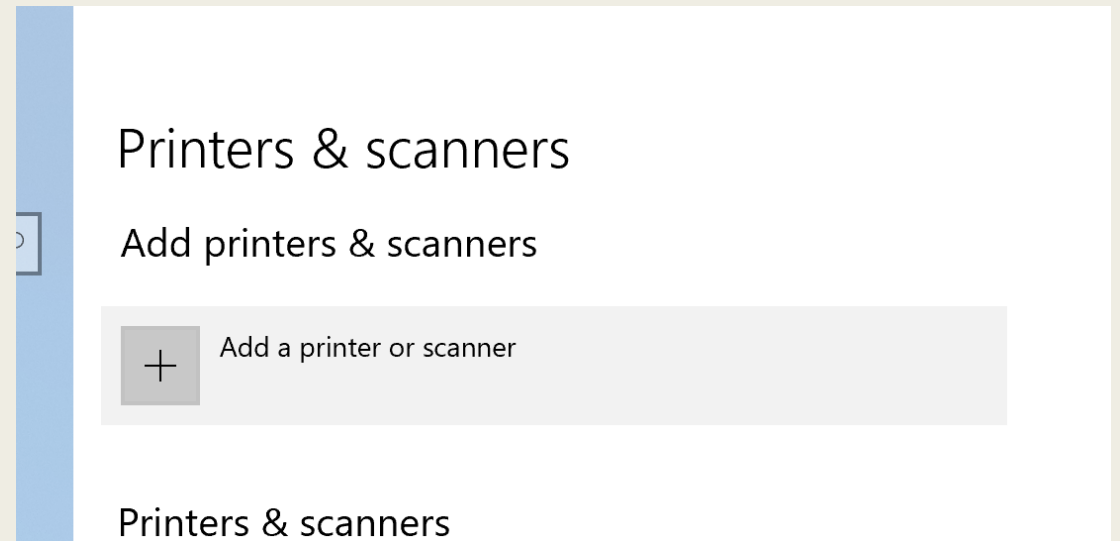
Step 2

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



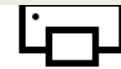
Step #3

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](#)

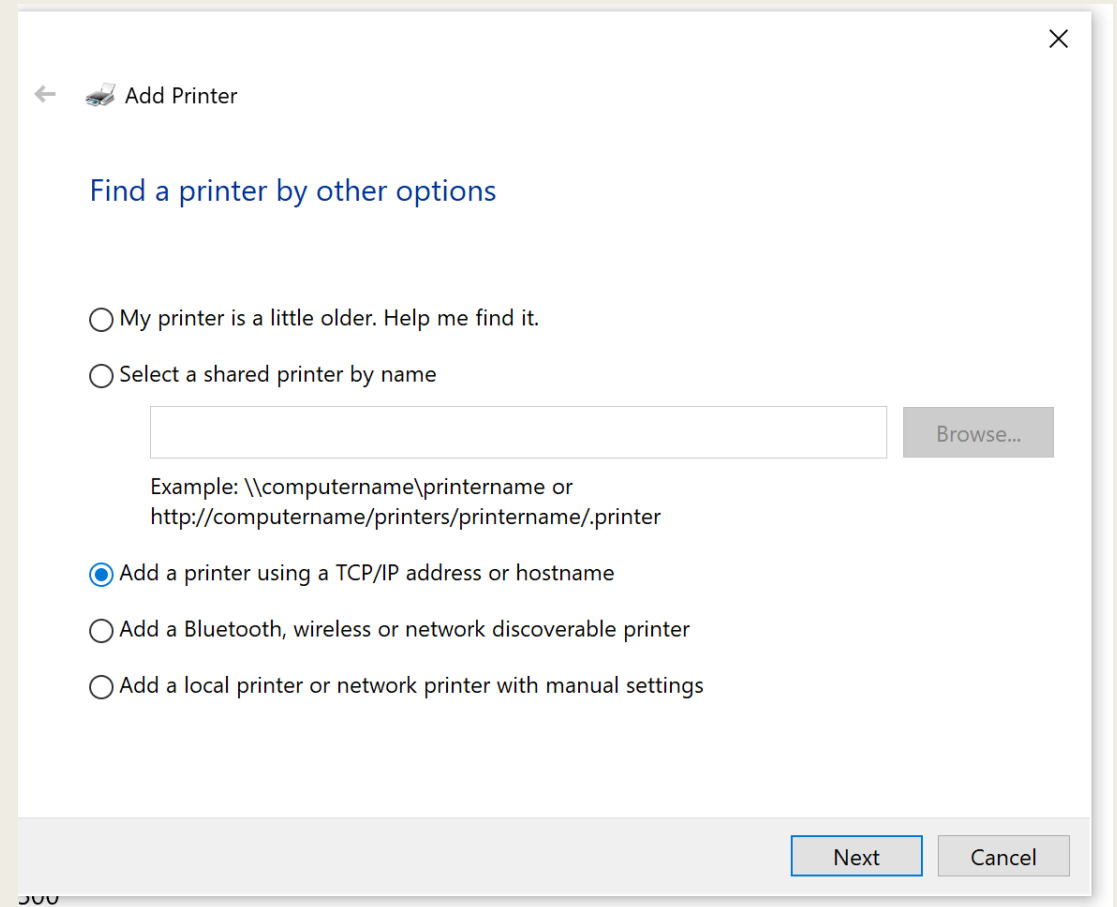
Printers & scanners



5500

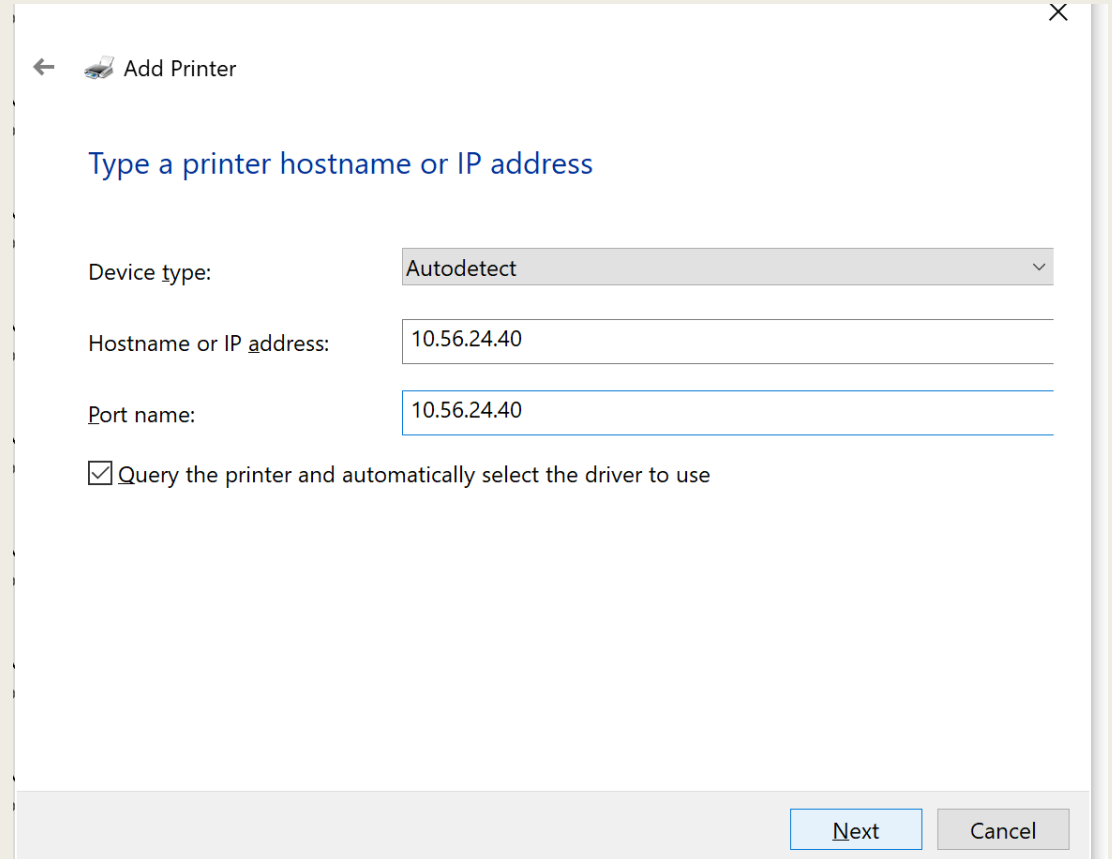
Step #5

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

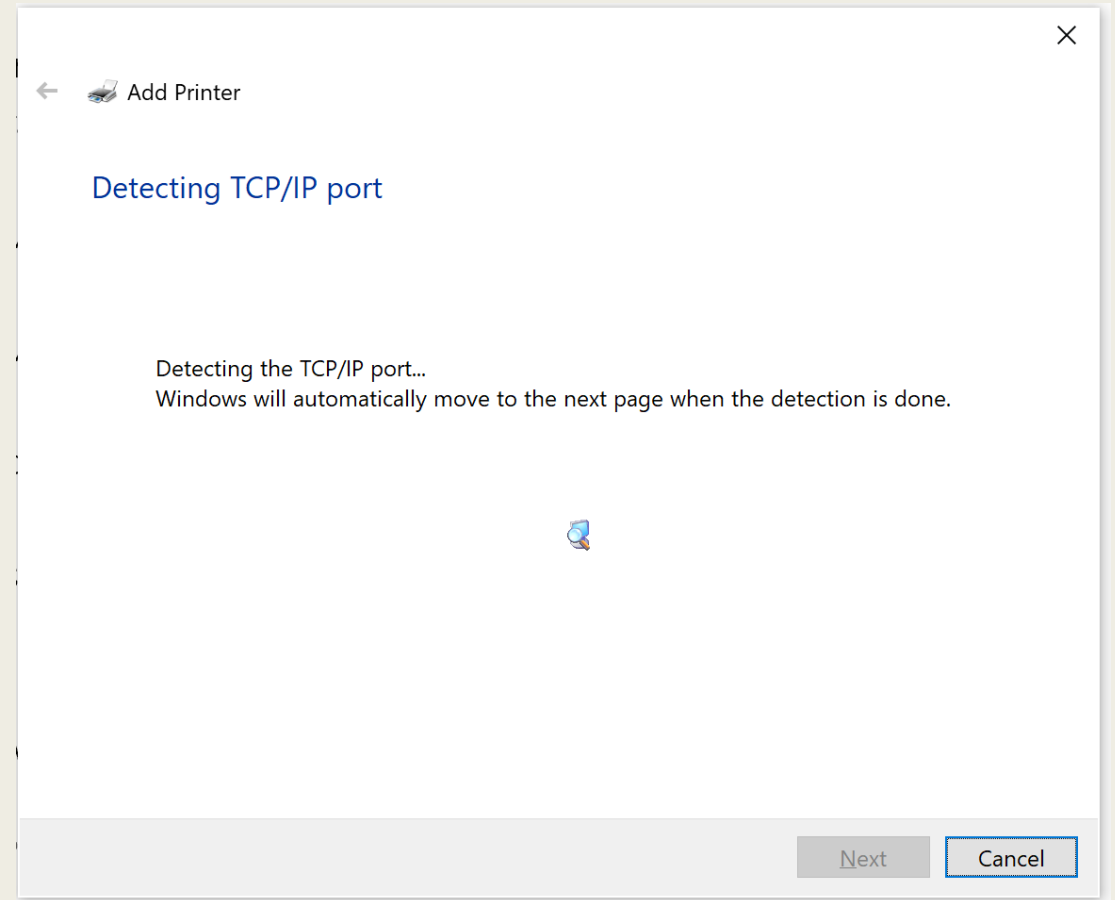
Port name: 10.56.24.40

☒ Query the printer and automatically select the driver to use

Next Cancel

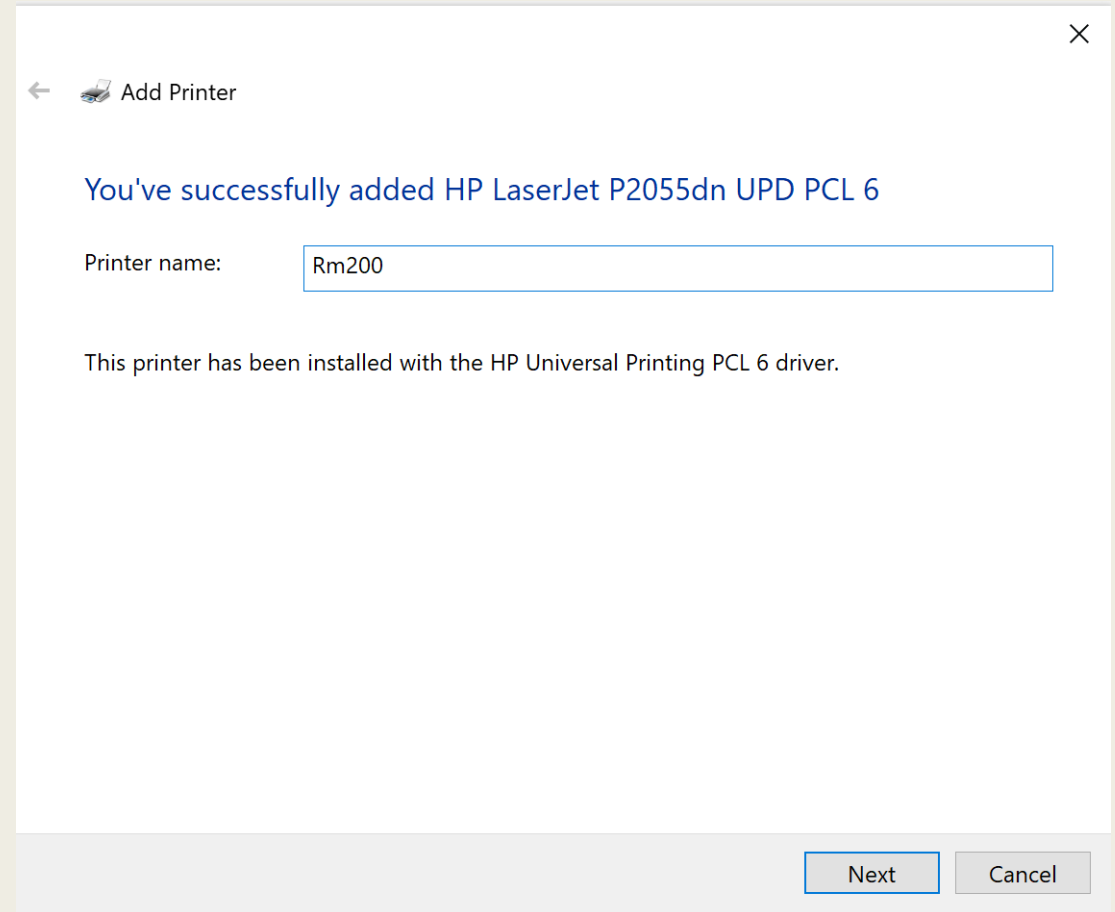
Step #7

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



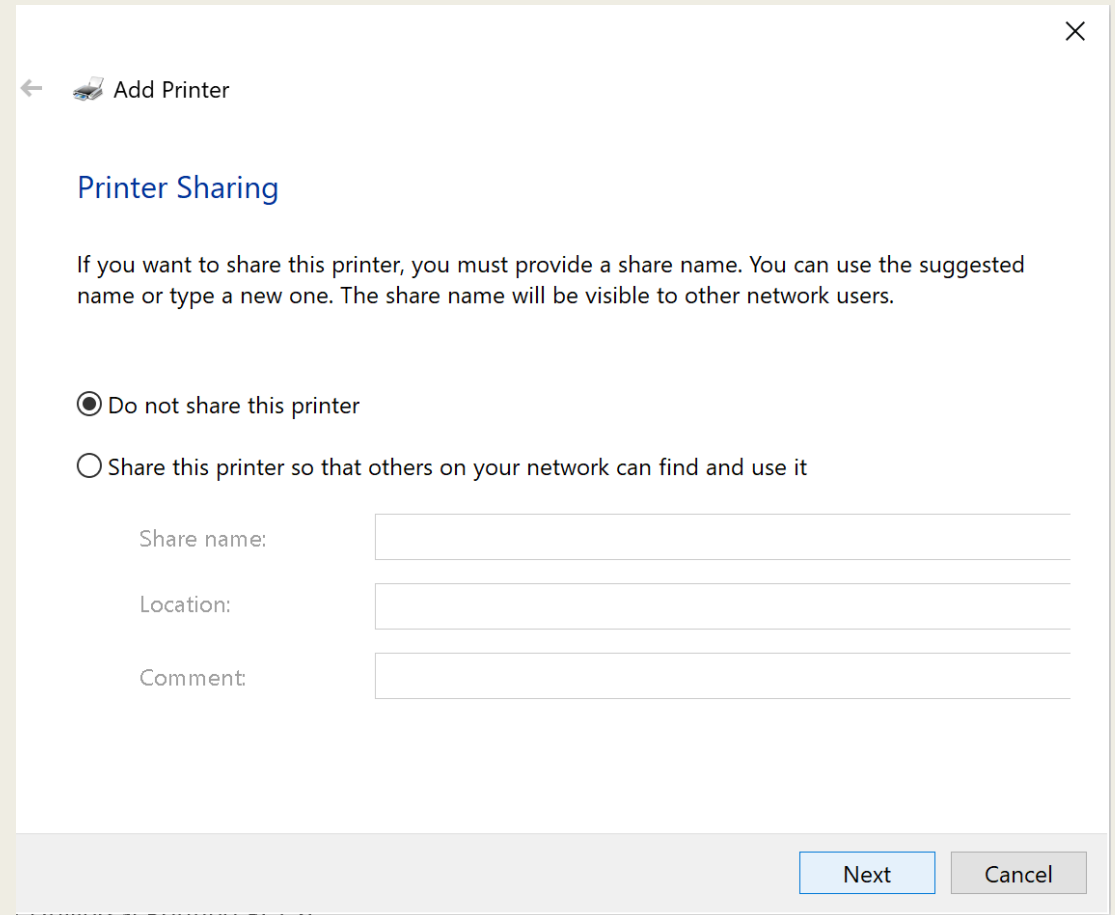
Step #8

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' window in Windows. The title bar says 'Add Printer' with a back arrow and a close button. The main heading is 'Printer Sharing'. Below it, a text block explains that a share name is required for sharing. 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 'Next' and 'Cancel' buttons. The text 'Universal Printing PCL 6' is partially visible at the bottom left of the window.

← Add Printer

Printer Sharing

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.

☒ Do not share this printer

☐ Share this printer so that others on your network can find and use it

Share name:

Location:

Comment:

Next Cancel

Universal Printing PCL 6

Step #10

Done, you are now ready to start printing.

