## Add a Network Printer to a PC by IP Address

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This process is the same for a personal PC or a lab/group owned PC

- 1. On a Windows 10 computer, click on the Start button and type Printers and Scanners and hit Enter when it comes up.
- 2. Click the + button.
- 3. Click on The printer I want isn't listed.

Settings			- 0 ×
$\mbox{$\widehat{\!$	Printers & scanners	5530	dbi sph
Devices	ADMIN-HP600M602x (HP Laser)	et. 600 M602)	
Bluetooth & other devices	NPI670A90 (HP LaserJet M605) Printer		-
0 Mouse	Printer NP158210C (HP Color LaserJet M	0 🖶 Add Printer	×
Gi Touchpad	The printer that I want ion't listed	Find a printer by other options	
III Typing	Printers & scanners	My printer is a title club, Hep method is.     Find a printer in the directory, based on location or feature	
ి <sup>6</sup> Pen & Windows Ink	Adobe PDF	Stelect a shared printer by name	Broute
AutoPlay	₽ <sup>Fax</sup>	Example: Vicomputername/printername or http://computername/printer/printername/printer	
D USB	HSLC-3320-BW-CanoniRC5535i	Add a porter using a TCP/IP address of hostname Add a Brustooth, windess or network discoverable printer Add a local printer or network printer with manual settings	
	HSLC-3320-Color-CanoniRCS535		
	HSLC-3354-Color-HP4700 on with		Not Canod

4. Select Add a printer using a TCP/IP address or hostname, and click Next. Type in the IP Address of the printer which should have been provided by SMPH IT. If you do not have it, email or reply through your Lab Request Form and we can provide the address. You can also print a configuration page from the printer to find it or look on the LCD console. Keep the box checked to "Query the printer and automatically select the driver to use."

•	- 🖶 Add Printer		×	
	Type a printer hostname	e or IP address		
	Device type:	TCP/IP Device ~		
	Hostname or IP address:			
	Query the printer and auton	natically select the driver to use		
	Autodetect detects WSD and TCP/IP printers. To search for IPP printers, please select IPP from the drop down box			
		Next Cance	!	

5. Check the box to Set as the default printer if it's to be your default, don't check it if it's not.



() On a personal computer, you **MUST** be connected to the drive mapping script first.

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