

How do I install a new printer in Windows 10

IT Internal - KB0017337

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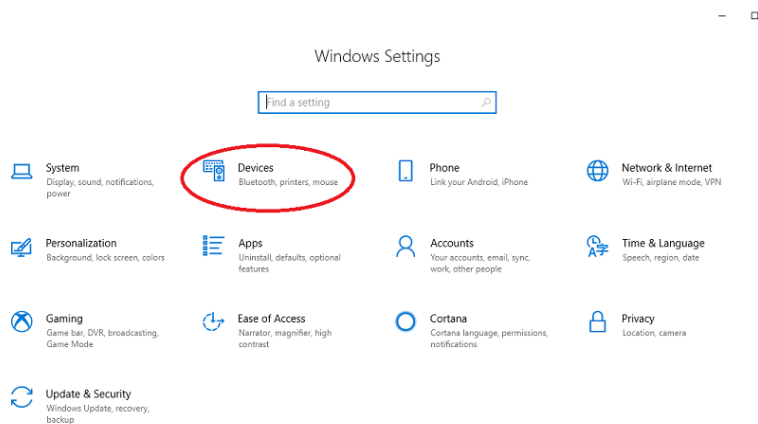
Question

How do I install a new printer in Windows 10

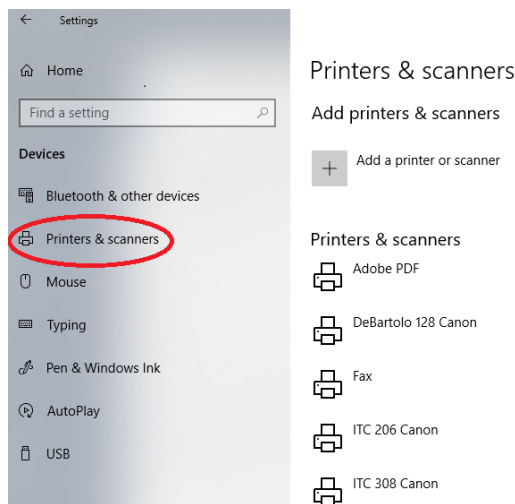
Answer

A number of printers on campus are not part of the Canon roll-out and as such cannot be configured via the process used for those printers (which involves specific driver installation). Instead, the normal process for configuring networked printers on Windows is used. *You will need to know the hostname and model number of your printer, which could be obtained from a label on the printer or someone else within your department.*

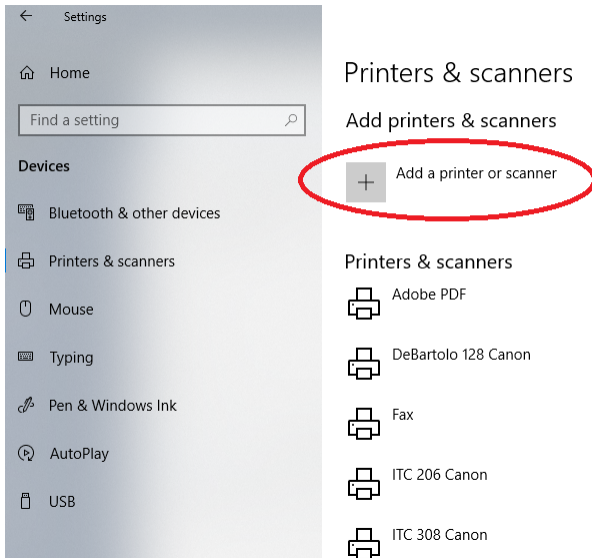
1. Click on the **Start Button** and click the **Windows Settings gear icon**.
2. Click on **Devices - Bluetooth, printers, mouse**.



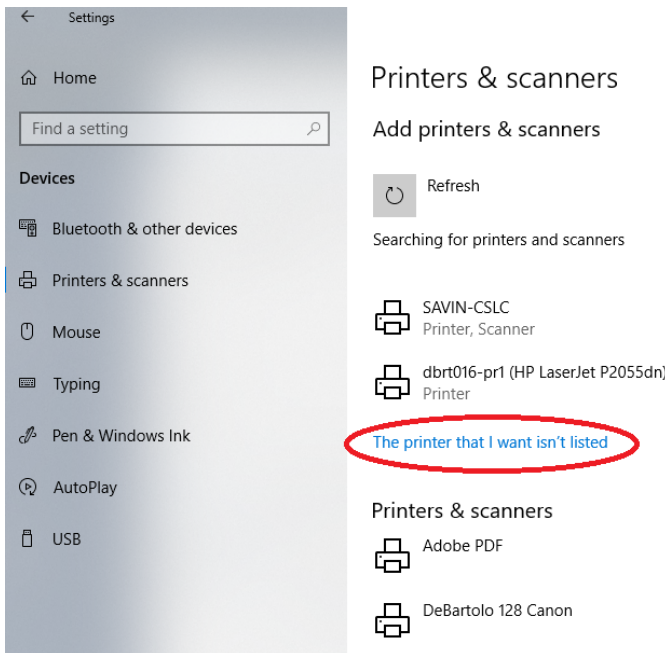
3. Click on **Printers and Scanners** in the left hand menu.



4. Click **+ Add a printer or scanner**.



5. Click on **The printer that I want isn't listed.**



6. Click **yes** to allow the app to make changes to your system.

7. Click the radio button for **Add a printer using a TCP/IP address or hostname** and click **Next**.



← Add Printer

Find a printer by other options

- My printer is a little older. Help me find it.
- Find a printer in the directory, based on location or feature
- Select a shared printer by name

Browse...

Example: \\computename\printername or
http://computename/printers/printername/.printer

- Add a printer using a TCP/IP address or hostname
- Add a Bluetooth, wireless or network discoverable printer
- Add a local printer or network printer with manual settings

Next

Cancel

8. In the text box next to **Hostname or IP address**: enter the printer's hostname, which should be in the format **building code-roomnumber.campus.nd.edu***, then choose **Next**.



← Add Printer

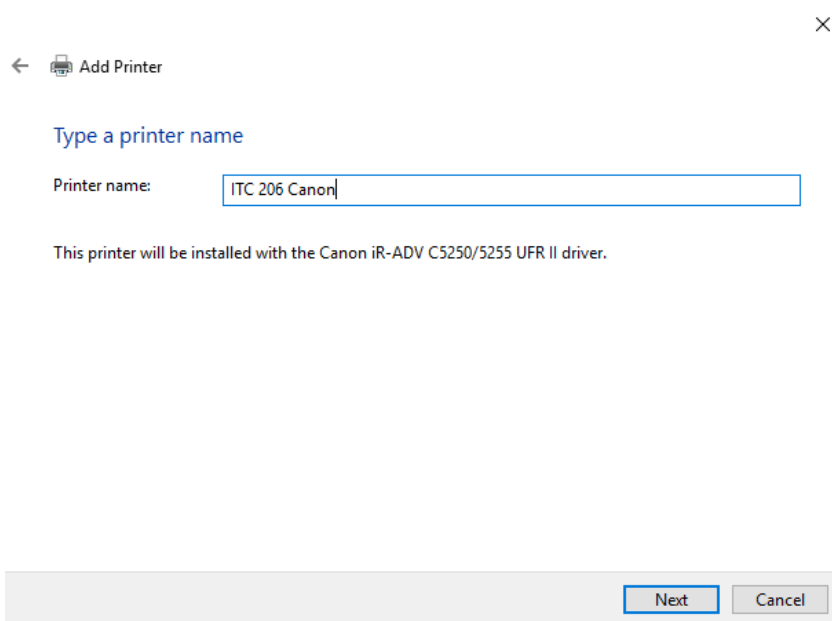
Type a printer hostname or IP address

Device type:	Autodetect
Hostname or IP address:	comp-206.campus.nd.edu
Port name:	comp-206.campus.nd.edu_1
<input checked="" type="checkbox"/> Query the printer and automatically select the driver to use	

Next

Cancel

9. The computer should automatically pull the required driver for the printer and install it (if the driver is already installed, choose to use the driver currently installed when asked).
10. Enter a name for the printer if desired.



← Add Printer

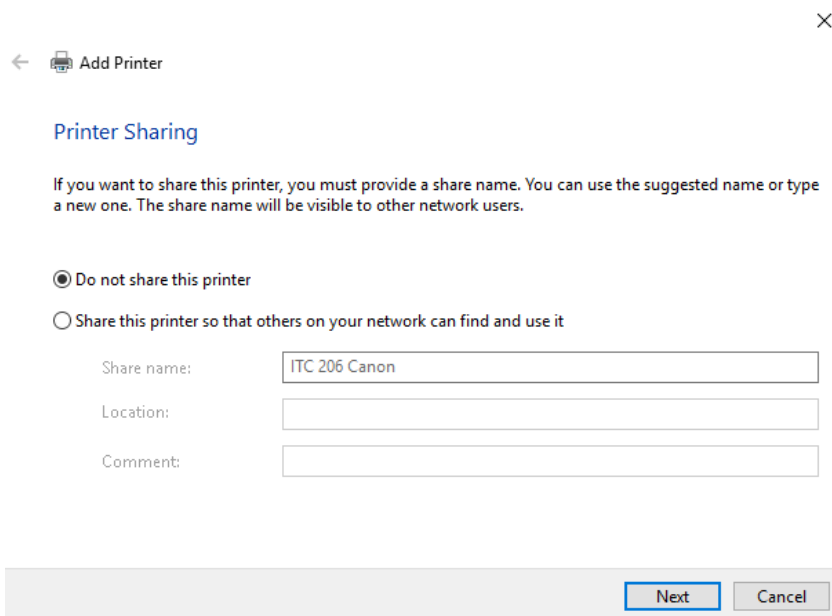
Type a printer name

Printer name:

This printer will be installed with the Canon iR-ADV C5250/5255 UFR II driver.

Next Cancel

11. Under **Printer Sharing**, choose whether or not to share the printer (most commonly you will choose **Do not share this printer**), and click **Next**.



← 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

12. Click **Finish** and the printer should be added and ready for use.



←  Add Printer

You've successfully added ITC 206 Canon 1

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

* edit by srody 080421