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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**.
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.

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.
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**.

12. Click **Finish** and the printer should be added and ready for use.
You've successfully added ITC 206 Canon1

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

* edit by srody 080421