How do I install a network printer on my University Windows computer?

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**Network Printer Name**
Before beginning installation of a network printer, the network printer name must be gathered. Print a configuration page from the printer and look for the host name, network name, or printer name information.

1. Log into your computer using your NinerNET username and password.
2. Click Start.
3. Click Settings.
4. Select Devices.
5. Click Add a printer or scanner.
6. A list of printers will be shown. Select your printer or scroll to the bottom and click The printer that I want isn't listed to manually set it up.
7. Select Add a printer using a TCP/IP address or hostname and click Next.
8. Select TCP/IP Device for Device type.
9. Enter the requested information and click Next.
   a. Leave the box checked that says Query the printer and automatically select the driver to use.
10. Click Next.
11. Select Do not share this printer and click Next.
12. Print a test page if desired, otherwise click Finish.

**Network Printer Name**
Before beginning installation of a network printer, the network printer name must be gathered. Print a configuration page from the printer and look for the host name, network name, or printer name information.

1. Log into your computer using your NinerNET username and password.
2. Click Start.
3. Click Devices and Printers.
4. Click in the upper left hand corner of the window.
5. Click Add Printer in the upper left hand corner of the window.
6. Select Create a new port and in the drop-down box, choose Standard TCP/IP Port.
7. Click Next.
8. Enter the network printer name of the network printer.
9. Leave the box checked that says Query the printer and automatically select the driver to use.
10. Select the manufacturer and model of the network printer; click Next.

**Printer Driver**
If the model of the printer does not appear in this list, you will need to download the printer driver from the manufacturer's website.

11. Enter a printer name; click Next.
12. Select Do not share this printer and click Next.
13. Check the box if you want this printer to be your default printer and select if you would like to print a test page (recommended); click Finish.

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