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

Tell Me

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<th>Windows 10</th>
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<tr>
<td><strong>Network Printer Name</strong></td>
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<td>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.</td>
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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**.

1. Log into your computer using your NinerNET username and password.
2. Click **Start**.
3. Click **Devices and Printers**.
4. Click **Add Printer** in the upper left hand corner of the window.
5. Click **Add a local printer**.
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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