

1. Watch the printer display to see the printer IP address. Annotate this number. Normally this have the format 10.146.XX.XX



2. On the rectangle window at the bottom of your laptop screen type **SETTINGS**.



3. A new window will be appear.

Recycle	Fictors Justichus Bin TestNev			Computer Name Bace Name Machine Model / Serial Operating System IP Address Imate Kreation	SatesCo3188V8P 9172584 84 Prodook x88 11 G4 E5, SC03189V8P 950ovs 10 G167prise (84 bit) 95,512,22,251 95,512,22,251
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4. Click on **SETTINGS** app and another window popped out. Click on **DEVICES** icon.



5. Another window will be open. Click on **PRINTERS & SCANERS** at left side.

← Settings		- 0 ×
ŵ Home	Bluetooth & other devices	
Find a setting	+ Add Bluetooth or other device	Turn on Bluetooth even faster
Devices	Eluctooth	Settings, open action center, and then select the Bluebooth icon. Do the same to turn it off when you want.
Eluetooth & other devices	On On	Get more info about Bluetooth
Printers & scanners	Now discoverable as "\$4865CG9168V8P"	Related settings
() Mouse	Show notifications to connect using Swift Pair	Devices and printers
Ed Touchpad	When selected, you can connect to supported Blaetooth devices quickly when they're close by and in pairing mode.	Sound settings
Typing		Display settings More Elustooth potions
of Pen & Windows Ink	Download over metered connections To help prevent extra charges, keep this off so device software (drivers,	Send or receive files via Bluetooth
(c) AutoPlay	info, and apps) for new devices won't download while you're on metered internet connections.	Make Windows better
Ö USB		Give us feedback
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6. On this new window click on ADD A PRINTER OR SCANNER.



7. The step 6 open a new window. Click on The printer that I want isn't listed



8. On this new window select: Add a printer using a TCP/IP address or hostname. Click ON NEXT.

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÷	r Add Printer		×
	Find a printer by other options		
	O My printer is a little older. Help me find it.		
	O Find a printer in the directory, based on location or feature		
	○ Select a shared printer by name		
	В	owse	
	Example: \\computername\printername or http://computername/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	

9. A new window appear. Type the printer IP address who is showing on printer's display. This have the format 10.146.XX.XX. Click NEXT.

10. Now is time to select the printer's driver. Please be carefully on follow the steps because if you don't select the correct driver the printer will be printing unrecognized information. On the popped out window at the left side select MICROSOFT.

Choose your printer from t	he list. To install the driver from an installation CD, cli	:k Have Disk.
Manufacturer Generic Microsoft	Printers Microsoft Enterprise Cloud Print Class Driver Chicrosoft IPP Class Driver Chicrosoft MS-XPS Class Driver 2 Chicrosoft OpenXPS Class Driver Microsoft OpenXPS Class Driver	~
This driver is digitally signed. <u>Tell me why driver signing is im</u>	Portant	ave Disk

In the same windows at right side select MICROSOF PCL6 CLASS DRIVER. Click NEXT.

Choose your printer from	the list. To install the driver from an installation	on CD, click Have Disk
Manufacturer	Printers	
Generic	GMicrosoft OpenXPS Class Driver 2	
Microsoft	Microsoft PCL6 Class Driver	
	G Microsoft Print To PDF	
	Gamma Microsoft PS Class Driver	
This driver is digitally signed.		Have Disk
Tell me why driver signing is i	mportant	

11. In the window type a printer name after that click **NEXT.** Normally the printer's names will be the room were the printers is located.

Printer name:	Cafeteria Prin	ter			
This printer will be	installed with the N	/licrosoft PCL6	Class Driver di	river.	

12. On this windows select SHARE THIS PRINTER SO THAT OTHERS ON YOUR NETWORK CAN FIND AND USE IT and click NEXT

Printer Sharing	
If you want to share this p a new one. The share nan	printer, you must provide a share name. You can use the suggested name or type ne will be visible to other network users.
◯ Do not share this print	er
Share this printer so the second s	at others on your network can find and use it
Share name:	Cafeteria Printer
Location:	
Comment:	
	Next Cancel

13. Finally to finish the process click **PRINT A TEST PAGE** to check is the link was successfully and after that click on **FINISH**.

You've successful	y added Cafeteria Printer
To check if your printer test page.	is working properly, or to see troubleshooting information for the printer, print a
Print a test page	
	Finish Cancel