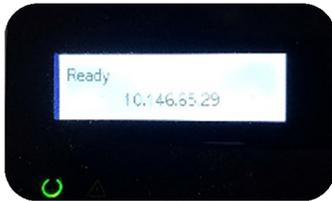
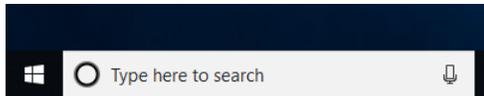


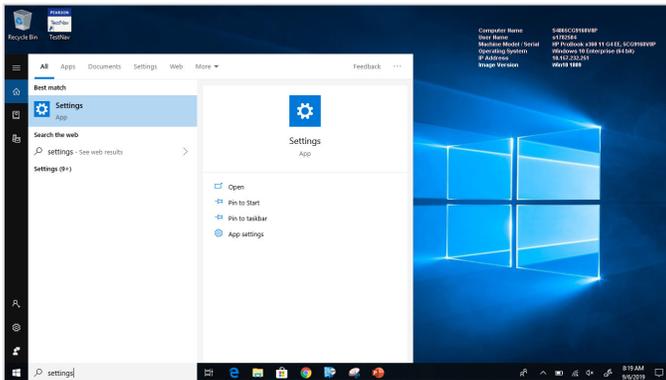
1. Watch the printer display to see the printer IP address. Annotate this number. Normally this have the format 10.146.XX.XX



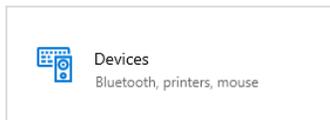
2. On the rectangle window at the bottom of your laptop screen type **SETTINGS**.



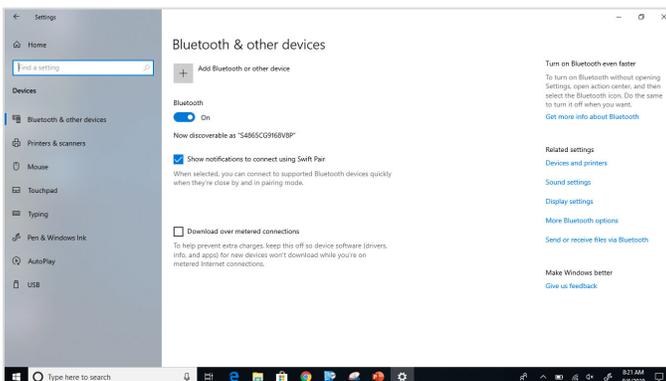
3. A new window will be appear.



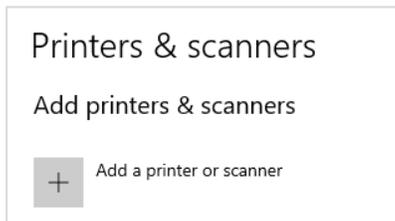
4. Click on **SETTINGS** app and another window popped out. Click on **DEVICES** icon.



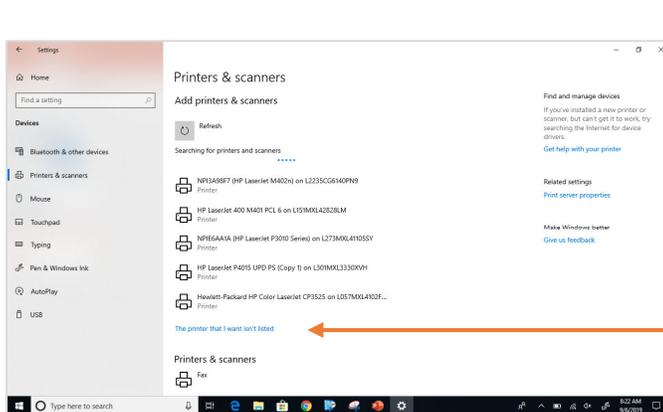
5. Another window will be open. Click on **PRINTERS & SCANNERS** at left side.



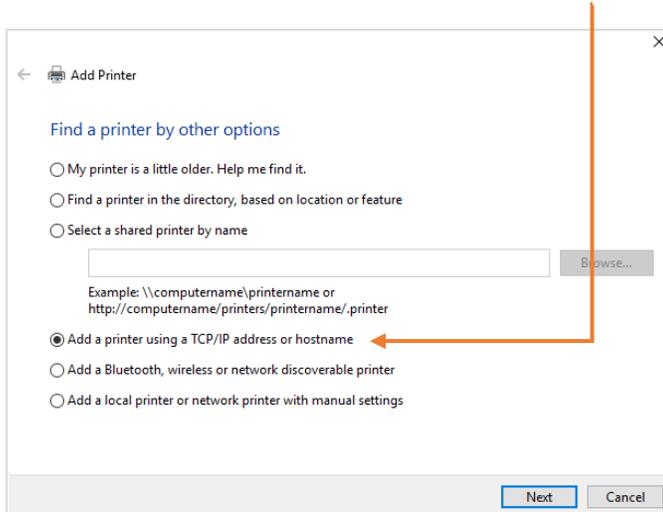
6. On this new window click on **ADD A PRINTER OR SCANNER.**



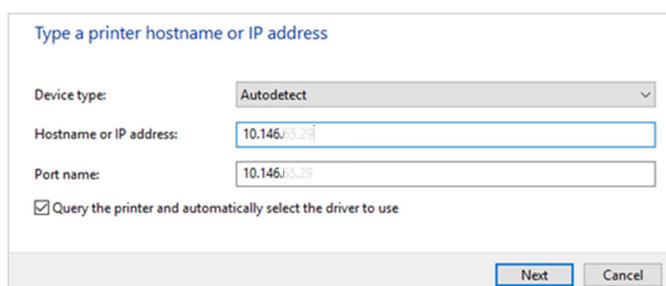
7. The step 6 open a new window. Click on **The printer that I want isn't listed**



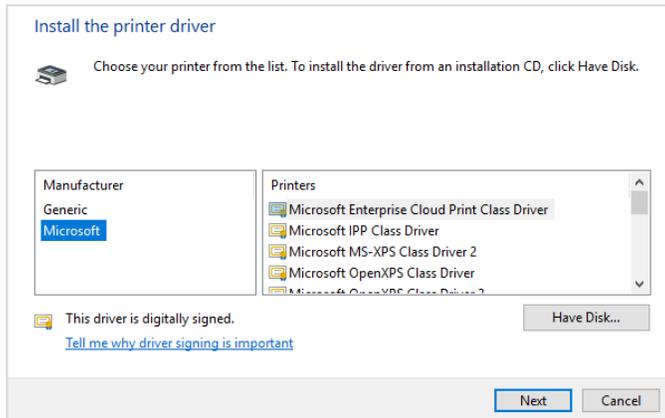
8. On this new window select: **Add a printer using a TCP/IP address or hostname.** Click on **NEXT.**



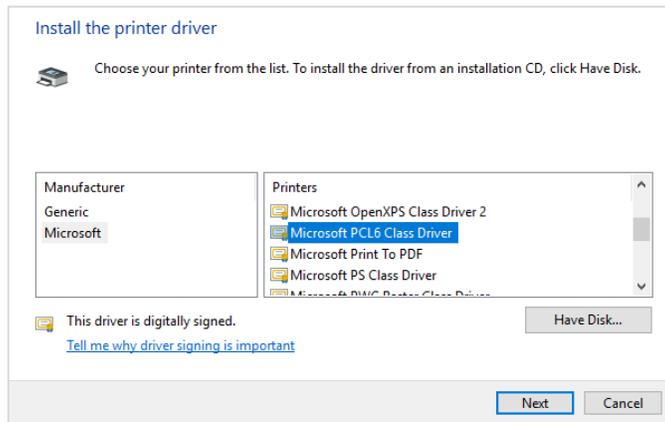
9. A new window appear. Type the printer IP address who is showing on printer's display. This have the format 10.146.XX.XX. Click **NEXT.**



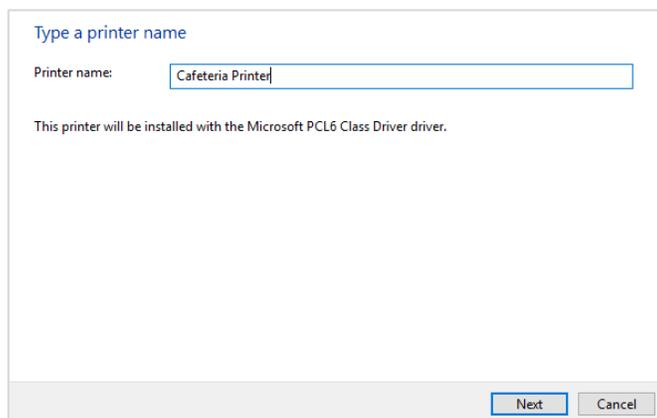
10. Now is time to select the printer's driver. **Please be carefully** on follow the steps because if you don't select the correct driver the printer will be printing unrecognized information. On the popped out window at the left side select MICROSOFT.



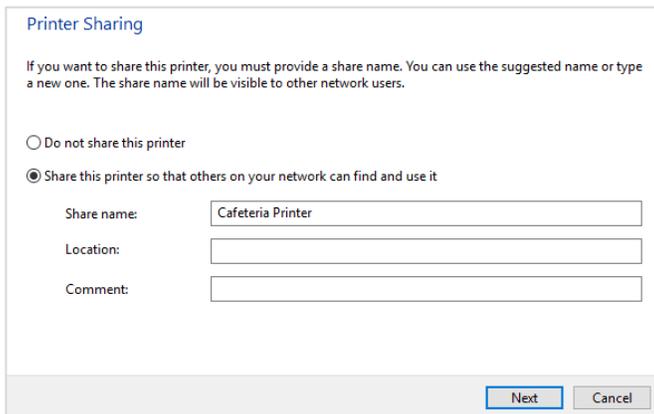
In the same windows at right side select MICROSOFT PCL6 CLASS DRIVER. Click **NEXT**.



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.



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 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

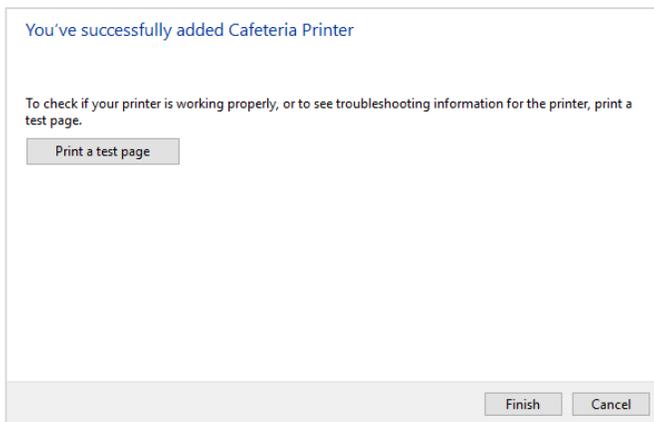
Share this printer so that others on your network can find and use it

Share name:

Location:

Comment:

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 successfully added Cafeteria Printer

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