How to: Add a Printer in Windows 10

1. To begin setting up your printer, click on the "windows" button as shown below



2. Once clicked the following window opens. Click on "Settings" on the left of the window that opens as shown below



3. Click on "Devices" located in the Top row, 2nd column over in the windows settings Window



4. Click on "Printers & scanners" On the left side of the settings window. (2nd choice from the top)

← Settings		- 🗆 X
Home	Printers & scanners	
Find a setting $\begin{subarray}{c} \end{subarray}$	Add printers & scanners	Find and manage devices If you've installed a new printer or
Devices	+ Add a printer or scanner	scanner, but can't get it to work, try searching the Internet for device drivers.
Bluetooth & other devices		Get help with your printer
日 Printers & scanners	Printers & scanners	
	Adobe PDF	Related settings
() Mouse		Print server properties
📾 Typing		
		Have a question?
d≫ Pen & Windows Ink		Get help
(ည) AutoPlay	Microsoft Print to PDF	Make Windows better
🖞 USB		Give us feedback
	Microsoft XPS Document Writer	
	OneNote	
	Send To OneNote 16	
	Let Windows manage my default printer	
	When this is on, Windows will set your default printer to be the one you used most recently at your current location.	
	Download over metered connections	
	To help prevent extra charges, keep this off so device software	

5. Next, click on "Add a printer or scanner" button.

← Settings		- 🗆 X
😳 Home	Printers & scanners	
Find a setting	Add printers & scanners	Find and manage devices
Devices	+ Add a printer or scanner	If you've installed a new printer or scanner, but can't get it to work, try searching the Internet for device drivers.
Bluetooth & other devices		Get help with your printer
🖶 Printers & scanners	Printers & scanners	
	Adobe PDF	Related settings
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A Pen & Windows Ink	HPLJP4515CBADean on uacbafp1.uanet.edu	Have a question?
		Gethep
😥 AutoPlay	Microsoft Print to PDF	Make Windows better
🖞 USB		Give us feedback
	Microsoft XPS Document Writer	
	OneNote	
	Send To OneNote 16	
	Let Windows manage my default printer	
	When this is on, Windows will set your default printer to be the one you used most recently at your current location.	
	_	
	Download over metered connections	
	to neip prevent extra charges, keep this off so device software	

6. Windows will search for any available printers or scanners.

NOTE: several dots will cross underneath the refresh symbol while windows searches for printers. Please wait for this to finish.)

← Settings		- 🗆 X
懲 Home	Printers & scanners	
Find a setting ρ	Add printers & scanners	Find and manage devices
Devices	ن Refresh	scanner, but can't get it to work, try searching the Internet for device drivers.
Bluetooth & other devices	Searching for printers and scanners	Get help with your printer
 Printers & scanners Mouse 	□ Z843292 Printer, Scanner □ Z843308	Related settings Print server properties
Typing Pen & Windows Ink	Printer, Scanner Z843172 Printer, Scanner	Have a question? Get help
⊕ AutoPlay☐ USB	Z843302 Printer, Scanner Z843173 Printer, Scanner	Make Windows better Give us feedback
	Z843279 Printer, Scanner	
	Z843171 Multi Function Printer, Laser printer, Scanner	
	Z843194 Multi Function Printer, Laser printer, Scanner	
	NPI9EFD22 (HP LaserJet P4515) Printer	
	L843941 (HP LaserJet P2055x) Printer	
	Z843170 Multi Function Printer, Laser printer, Scanner	

7.) Once finished, windows will provide a list of available printers (if any) below the refresh button.

← Settings		- 🗆 X
🐵 Home	Printers & scanners	
Find a setting	Add printers & scanners	Find and manage devices If you've installed a new printer or
Devices	U Refresh	scanner, but can't get it to work, try searching the Internet for device drivers.
Bluetooth & other devices	Z843292 Printer, Scanner	Get help with your printer
Printers & scanners Mouse	Z843279 Printer, Scanner	Related settings Print server properties
I Typing	Z843308 Printer, Scanner	
d ^g Pen & Windows Ink	Z843302 Printer, Scanner	Have a question? Get help
AutoPlay	Z843194 Multi Function Printer, Laser printer, Scanner	Make Windows better
	Z843172 Printer, Scanner	
	NPI9EFD22 (HP LaserJet P4515) Printer	
	Z843171 Multi Function Printer, Laser printer, Scanner	
	L835728 (HP LaserJet P4515) Printer	
	L843941 (HP LaserJet P2055x) Printer	
	Z843170 Multi Function Printer, Laser printer, Scanner	
	L843626 (HP Color LaserJet CP4520 Series) Printer	

← Settings Х Printers & scanners Home nave a question: Z843302 Printer, Scanner Find a setting ٩ Get help Z843194 Multi Function Printer, Laser printer, Scanner Devices Make Windows better Give us feedback Bluetooth & other devices Z843172 Printer, Scanner B Printers & scanners NPI9EFD22 (HP LaserJet P4515) Printer ① Mouse Z843171 Multi Function Printer, Laser printer, Scanner Typing L835728 (HP LaserJet P4515) Printer Pen & Windows Ink AutoPlay L843941 (HP LaserJet P2055x) Printer 🖞 USB Z843170 Multi Function Printer, Laser printer, Scanner L843626 (HP Color LaserJet CP4520 Series) Printer L843947 (HP LaserJet P4515) Printer The printer that I want isn't listed Printers & scanners Adobe PDF Fax

8.) Click on "The printer that I want isn't listed" button.

9.) Once clicked, the following window appears, Make sure the "Find a printer in the directory, based on location or feature" radio button is selected, and then click Next.

🔶 👼 Add Printer	×
Find a printer by other options	
○ My printer is a little older. Help me find it.	
Find a printer in the directory, based on location or feature	
Select a shared printer by name	
	Browse
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

10.) In the location box enter **cba**. Then click on the "Find Now" button. Locate the printer you want to connect to and then click **OK**.

*To sort the listing click on the table heading. For example, to sort by Location in ascending order click on the Location heading.

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1	Printers Features /	Advanced						
L	Namo						Find N	ow
L	Name.						Stor)
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ľ	Name	Location	Model	Server Name	Comment			
L	TeroxWC6605D	CBA Dean's Office	Xerox WorkCentre 6605DN PCL6	uacbafp1.uanet.edu	419			
1	TeroxWC7835CB	CBA Dean's Office	Xerox WorkCentre 7835 PCL6	uacbafp1.uanet.edu	429			
L	HPLJ3600CBA251	CBA Accountancy	HP Color LaserJet 3600	uacbafp1.uanet.edu				
	👼 XeroxWC5875CB	CBA Accountancy	Xerox WorkCentre 5875 PCL6	uacbafp1.uanet.edu	249			
L	🕎 Xerox6605Mana	CBA 345	Xerox WorkCentre 6655 PCL6	uapq1.uanet.edu	Z843194			
	PPHP4515nCBA	CBA 102	HP Universal Printing PCL 6	UAuniprint2.uanet.edu				
1	PPHP4515nCBA	CBA 102	HP Universal Printing PCL 6	UAuniprint2.uanet.edu				
	PPHPCP4525CB	CBA 102	HP Universal Printing PCL 6	UAuniprint2.uanet.edu				
١	🕎 РРНРСР4525СВ	CBA 102	HP Universal Printing PCL 6	UAuniprint2.uanet.edu				
3	TeroxWC7835CB	CBA Undergraduate Programs	Xerox WorkCentre 7835 PCL6	uacbafp1.uanet.edu	260			
	HPLJP4515CBA	CBA Management	HP Universal Printing PCL 6	uacbafp1.uanet.edu	342			
1	TeroxWC5955CB	CBA Management	Xerox WorkCentre 5955 PCL6	uacbafp1.uanet.edu	342			
L	HPCLJCP4520C	CBA Graduate Programs	HP Color LaserJet CP4520 Series P	uacbafp1.uanet.edu	412			
L	TeroxWC5330CB	CBA Graduate Programs	Xerox WorkCentre 5330 PCL6	uacbafp1.uanet.edu	412			
L	HPLJP2055CBAF	CBA Finance	HP Universal Printing PCL 6 (v6.3.0)	uacbafp1.uanet.edu	232			
	TeroxWC5955CB	CBA Finance	Xerox WorkCentre 5955 PCL6	uacbafp1.uanet.edu	232			
١	HPLJP4515CBA3	CBA Economics	HP LaserJet P4515 PCL6	uacbafp1.uanet.edu				
2	TeroxWC7845CB	CBA Economics	Xerox WorkCentre 7845 PCL6	uacbafp1.uanet.edu	301			
	The second secon	CBA Dean Auxillary Office	HP LaserJet P4515 PCL6	uacbafp1.uanet.edu	306			
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11.) Click on the appropriate radio button to select if this printer will be your default printer (All printing will go to this computer), and then click Next.

12.) Click on the **Finish** button to add this printer.