

Navigating to printer settings

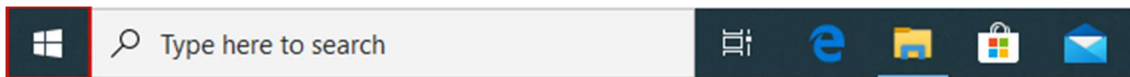
Depending on your windows version navigating to your printer settings are slightly different

For windows 10:

Step 1:

Navigate to the windows menu

- On the Taskbar in the bottom left of the screen click the windows icon
- or
- Press the windows key on your keyboard



Step 2:

Navigate to the windows settings within the windows menu

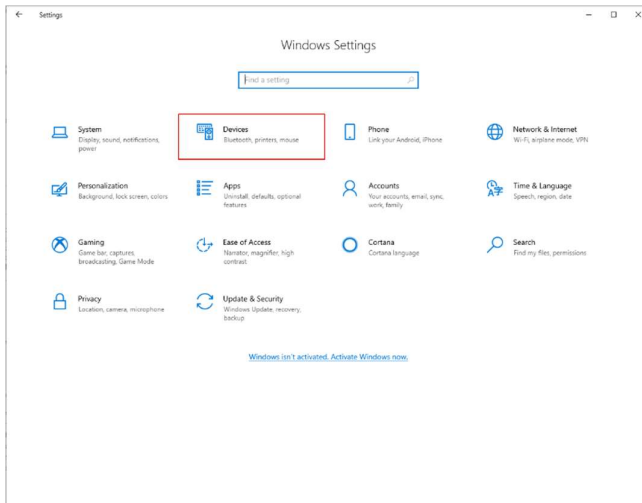
- click the cog
- or
- Search for settings in the search bar



Step 3:

Navigate to device settings

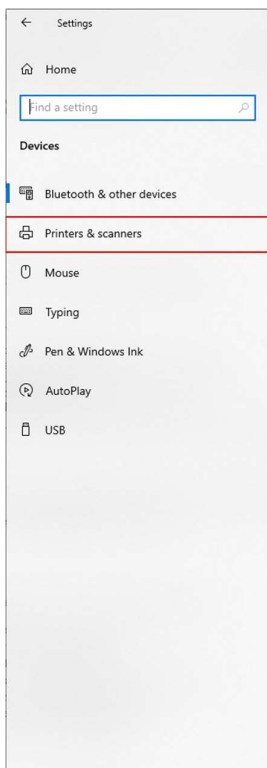
Click devices menu within the windows setting window



Step 4:

Enter the printer and scanner settings

Click the menu for printers in the left tool bar

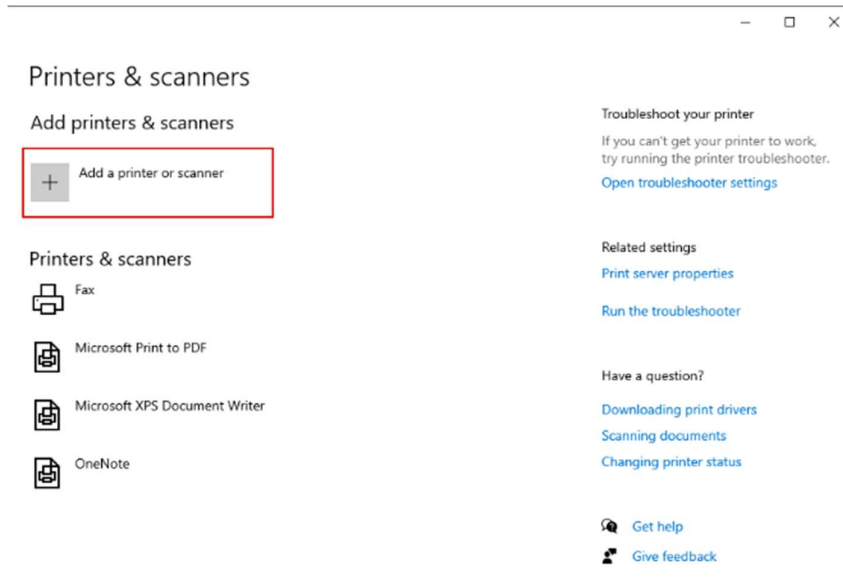


Step 5:

Open the menu to connect to a printer

Click the add a printer button and the top of the right window

Wait for a moment for your printer to appear



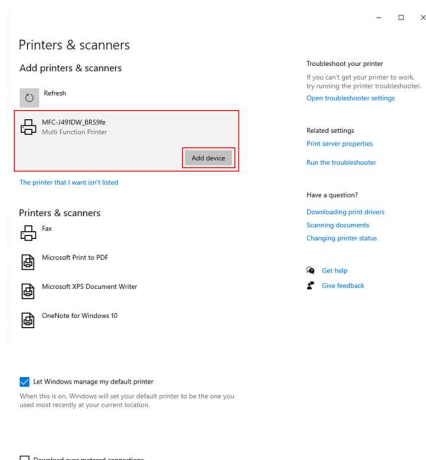
Step 6:

Assigning the device

If your printer is now visible click on your printer and add it

If it is not visible

Click the "the printer that I want isn't listed" hyperlink that is below it



Step 7:

For printers not found

Adding a printer with any of the options will work but we will use TCP/IP method

✕

← Add Printer

Find a printer by other options

☒ My printer is a little older. Help me find it.

☐ 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

Step 8:

Using either the devices name or IP address is possible

These are normally displayed on a sticker on the device if not

Follow this guide on how to find the IP address of the printer

<https://www.makeuseof.com/tag/find-ip-address-printer-4-methods-work/>

✕

← Add Printer

Type a printer hostname or IP address

Device type: Autodetect

Hostname or IP address:

Port name:

☒ Query the printer and automatically select the driver to use

Next Cancel