# Adding a Printer to an account

- The Centre has a Fuji-Xerox printer attached to the network via ethernet cable.

- The printer has been assigned to IP address 192.168.5.248.

- The "Career" account allows printing, while the "Enderley" account, which has no password, does not allow printing.

- This slide show demonstrates adding the printer to a "Career" account.
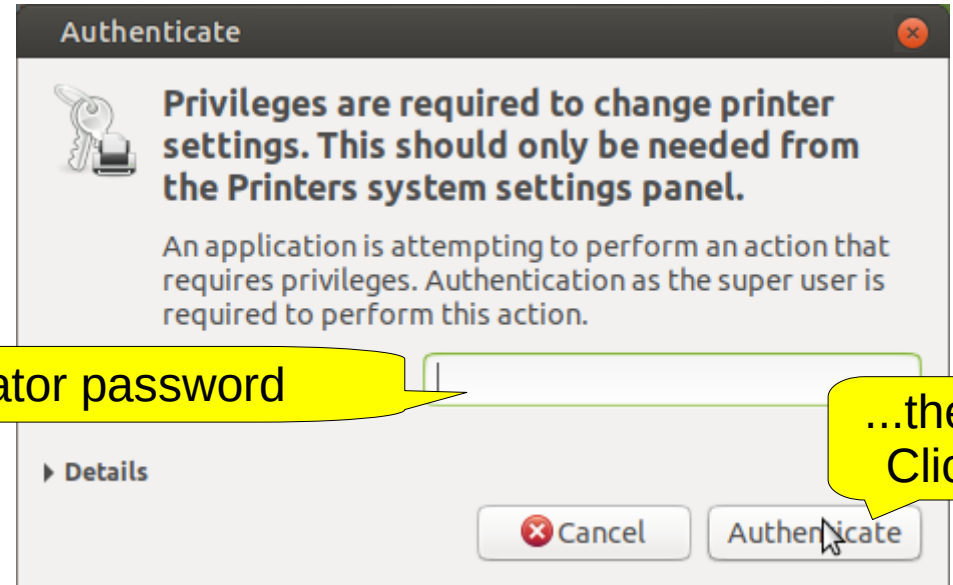
- Version: 2021-02-11

Login and Launch Printer Utility

- Login to the account that needs to have printing capability. E.g. "Career" account.

- Click on System **-->** Administration **-->** Printers
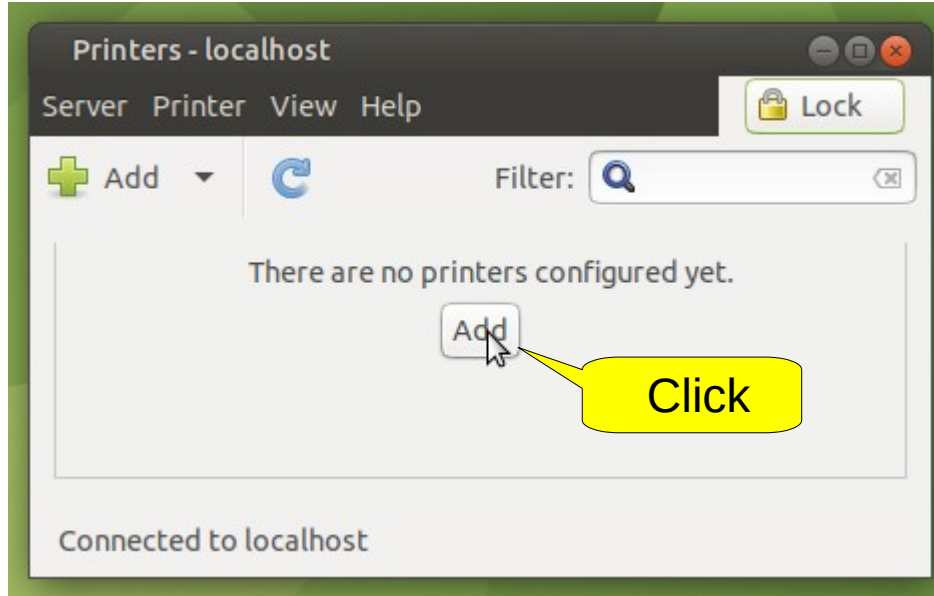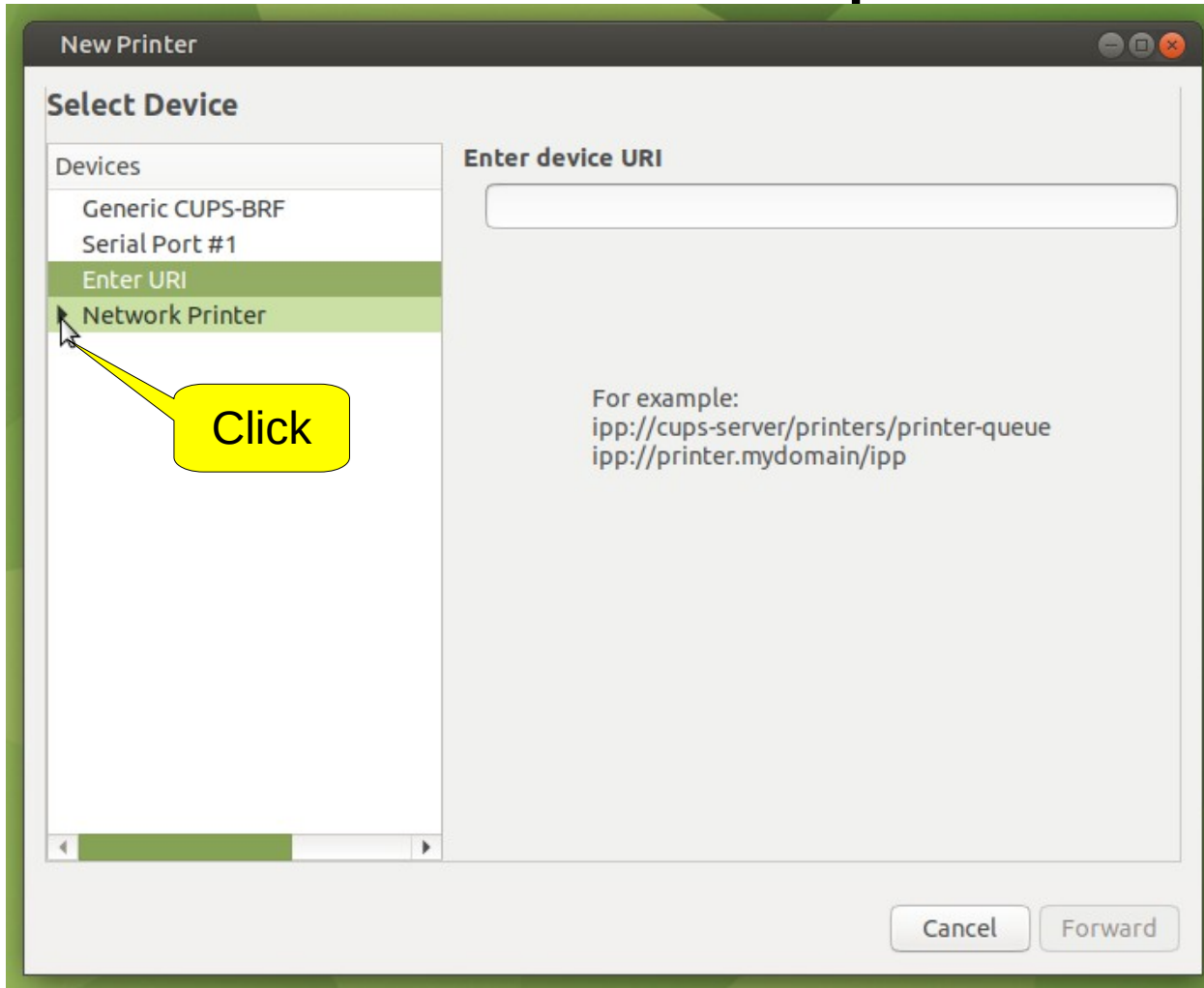
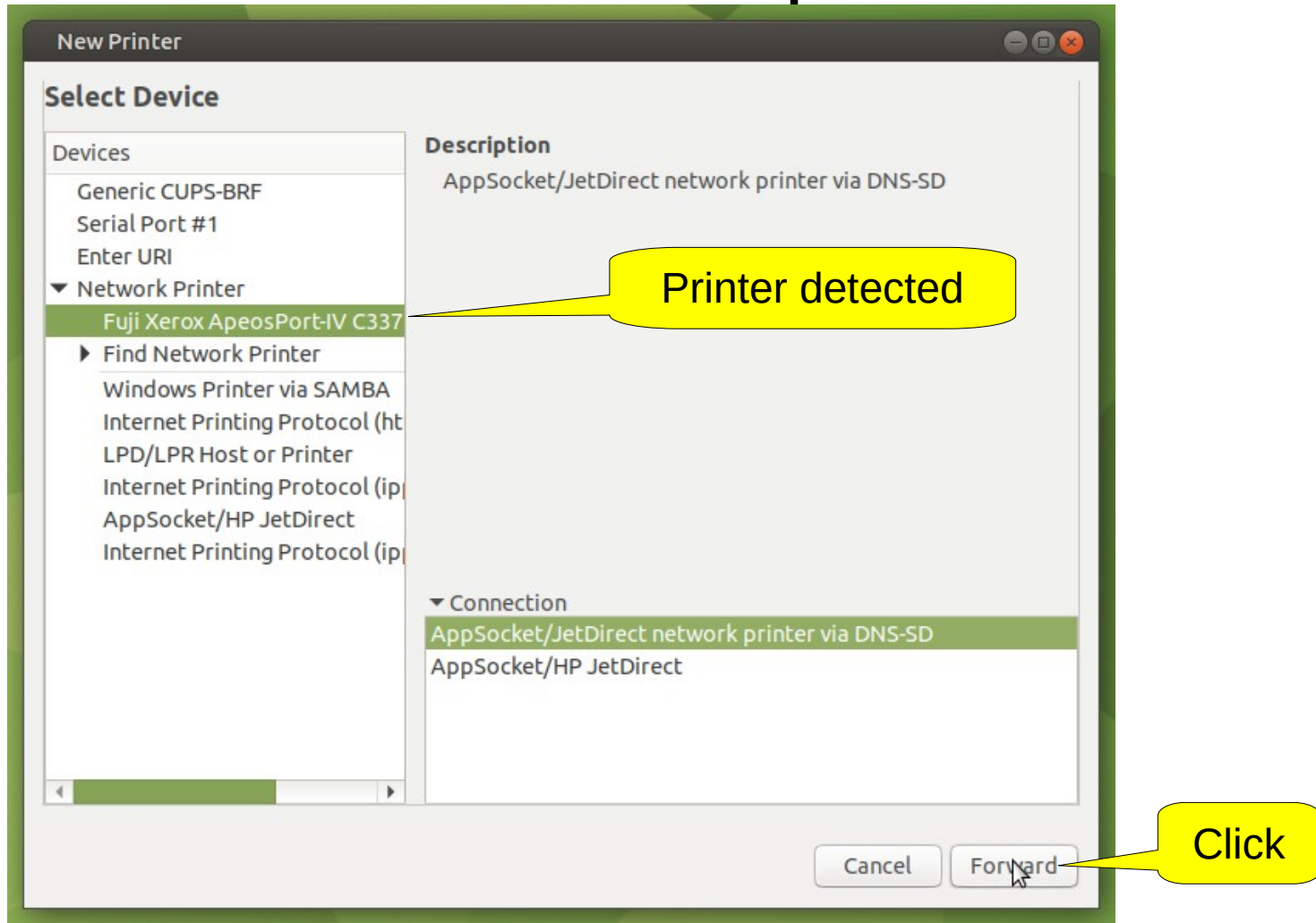# "Unlock" so a printer may be added
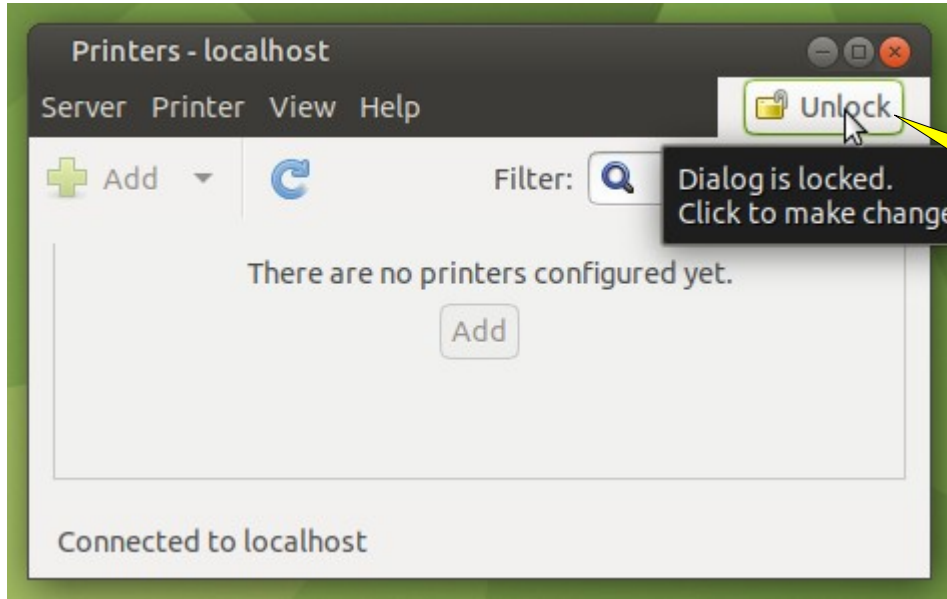
Add a printer...

Detect the Network for the printer...

Detect the Network for the printer...

New Printer

Select Device

Devices
- Generic CUPS-BRF
- Serial Port #1
- Enter URI
- ▼ Network Printer
  - Fuji Xerox ApeosPort-IV C337
  - ▶ Find Network Printer
  - Windows Printer via SAMBA
  - Internet Printing Protocol (ht
  - LPD/LPR Host or Printer
  - Internet Printing Protocol (ip
  - AppSocket/HP JetDirect
  - Internet Printing Protocol (ip

Description
AppSocket/JetDirect network printer via DNS-SD

Printer detected

▼ Connection
AppSocket/JetDirect network printer via DNS-SD
AppSocket/HP JetDirect

Cancel   Forward

Click

Search for driver...

Select PostScript driver...
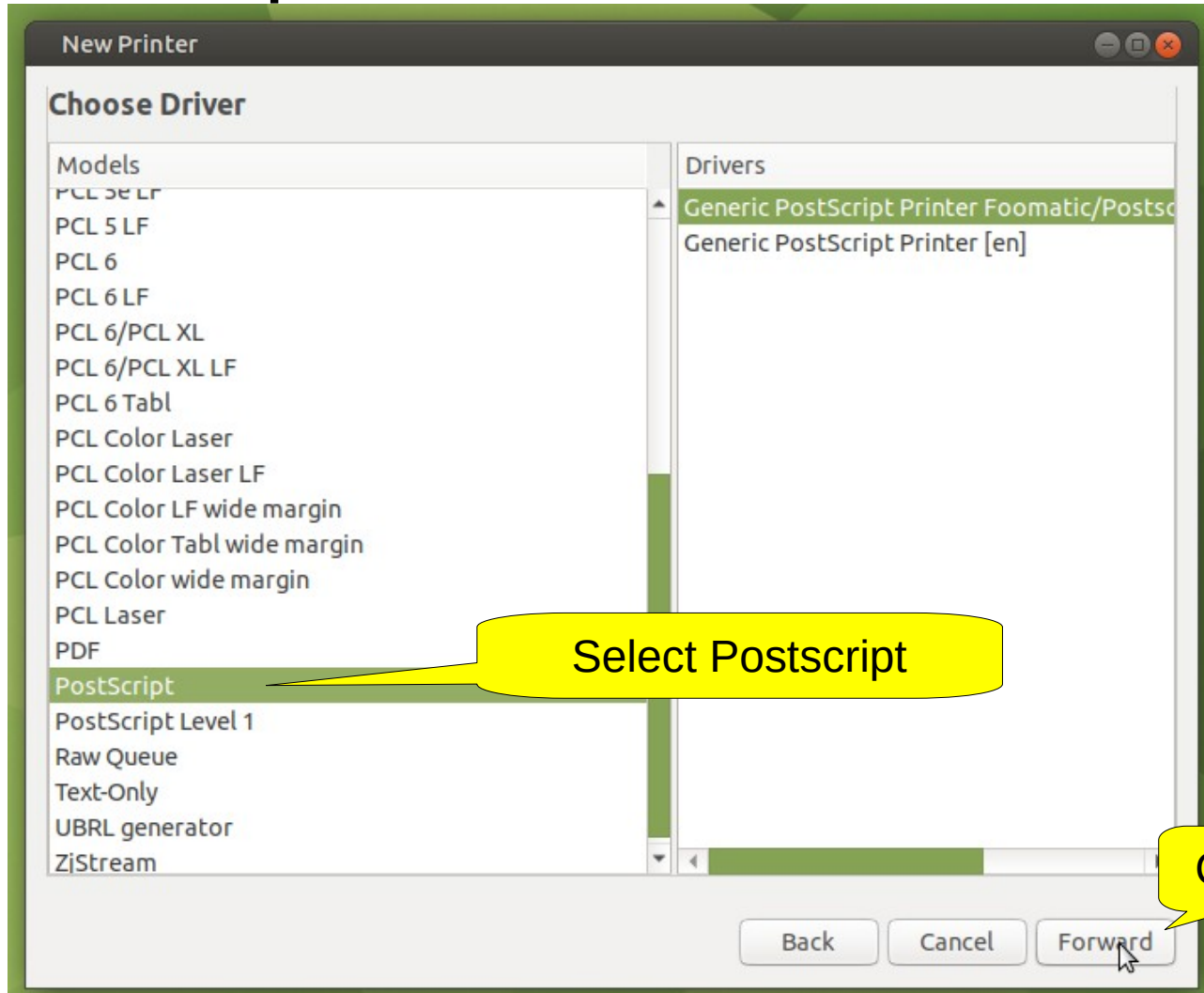
Apply the description...

New Printer

Describe Printer

Printer Name
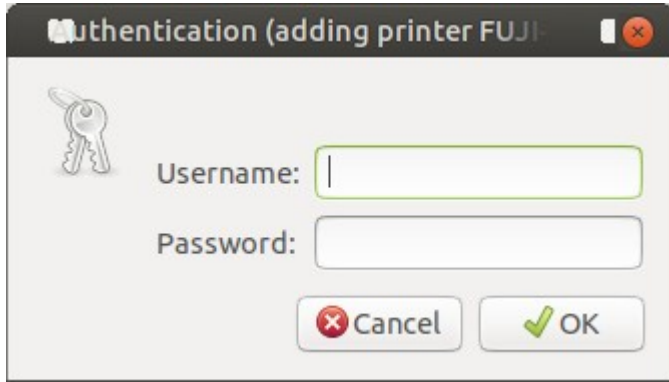Short name for this printer such as "laserjet"

FUJI-XEROX-ApeosPort-IV-C3373

Description (optional)
Human-readable description such as "HP LaserJet with Duplexer"

FUJI XEROX ApeosPort-IV C3373

Location (optional)
Human-readable location such as "Lab 1"
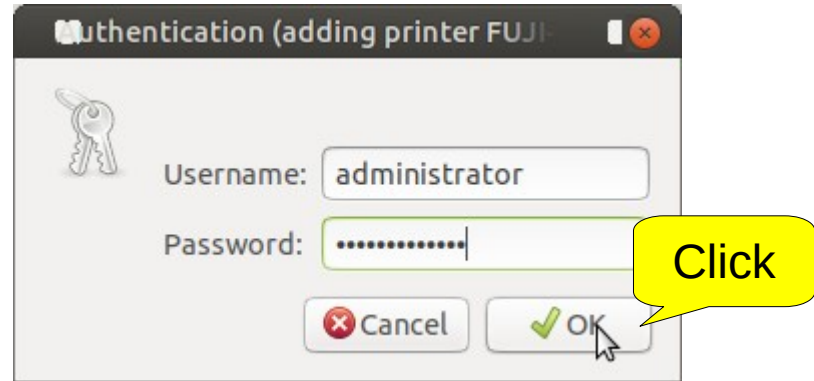
Click

Back   Cancel   Apply

Authenticate...

Completed...

- Print a test page.