Mapping a Networked Printer – CMP Dept

Windows 10

1. On the bottom left of your desktop, click on the Windows Start Menu icon.
2. Click on the gear icon to open up Windows Settings.
3. Click on the "Devices" tab.
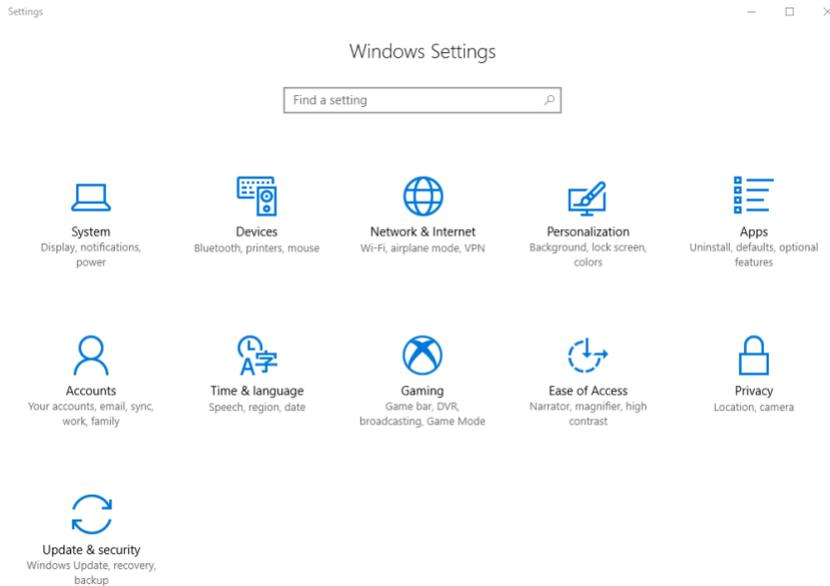
4. Click on the "Printers & Scanners" tab.
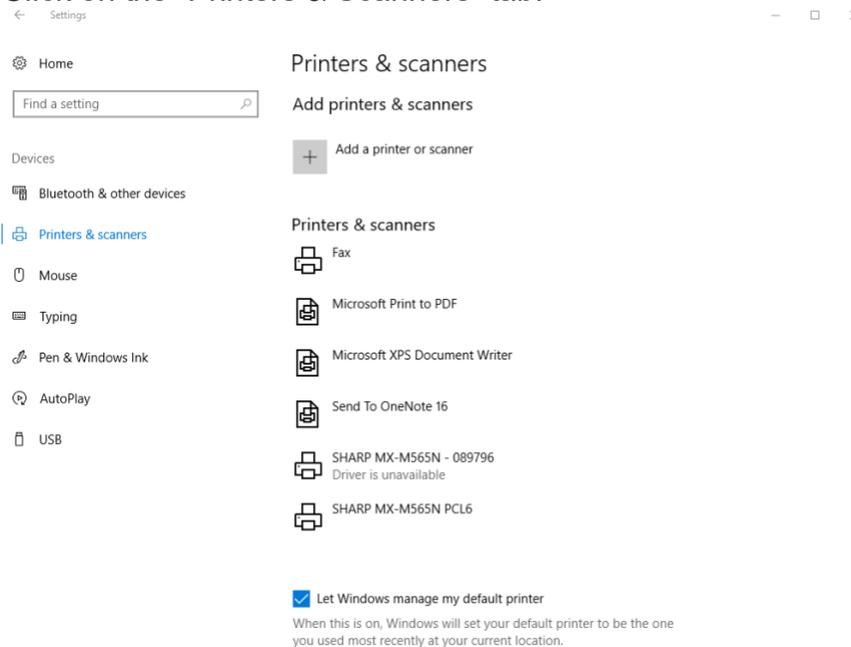
5. Click on "Add a printer or scanner."
6. Wait until the option "The printer that I want isn't listed" appears, then click it.

Printers & scanners

Add printers & scanners

Refresh

Searching for printers and scanners
• • • • •

The printer that I want isn't listed

7. Click on "Add a printer using a TCP/IP address or hostname" checkbox, then click Next.

← 🖶 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]

8. Ensure that "Device type" is set to "Autodetect."
9. For the "Hostname or IP address" field, enter in the following DNS name:
The Port name will automatically copy from the Hostname.

Xerox WorkCentre 6516: **p_1_218_1.printer.isu.edu**

← 🖨 Add Printer   ✕

Type a printer hostname or IP address

Device type: Autodetect   ⌄

Hostname or IP address: p_07_224_1.engr.isu.edu

Port name: p_07_224_1.engr.isu.edu

☑ Query the printer and automatically select the driver to use

                                                          Next   Cancel

10. After the printer has been contacted, the following window will pop up. Feel free
    to name the printer.

                                                                              ✕

← 🖨 Add Printer

You've successfully added NPIBD94FE (HP Color LaserJet MFP M477fdn)

Printer name: NPIBD94FE (HP Color LaserJet MFP M477fdn)

This printer has been installed with the HP Color LaserJet Pro MFP M477 PCL-6 driver.

                                                          Next   Cancel

11. Printer sharing is entirely optional. Feel free to use your own judgement here.
    Click Next when you have completed this step.

← 🖨 Add Printer

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:	NPIBD94FE (HP Color LaserJet MFP M477fdn)
Location:	
Comment:	

[Next] [Cancel]

12. Done! Feel free to print off a test page to confirm the process has completed successfully.