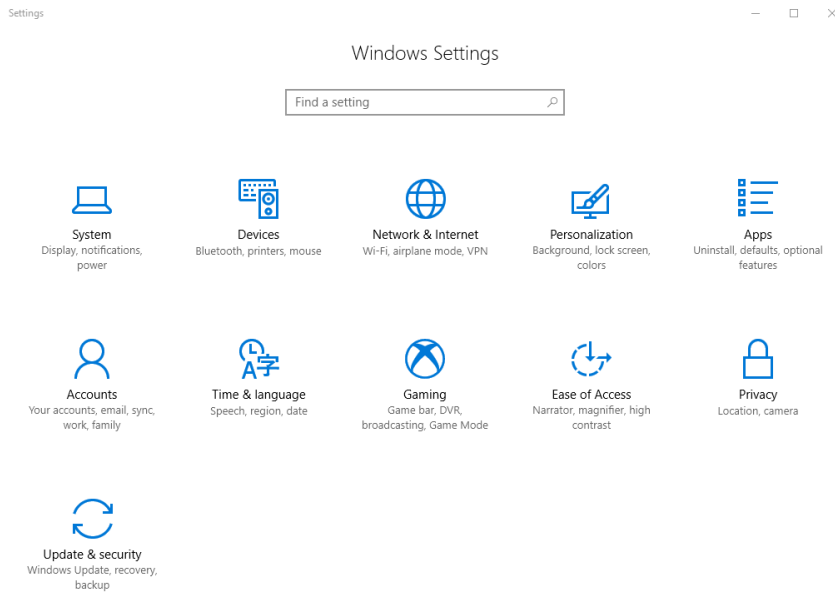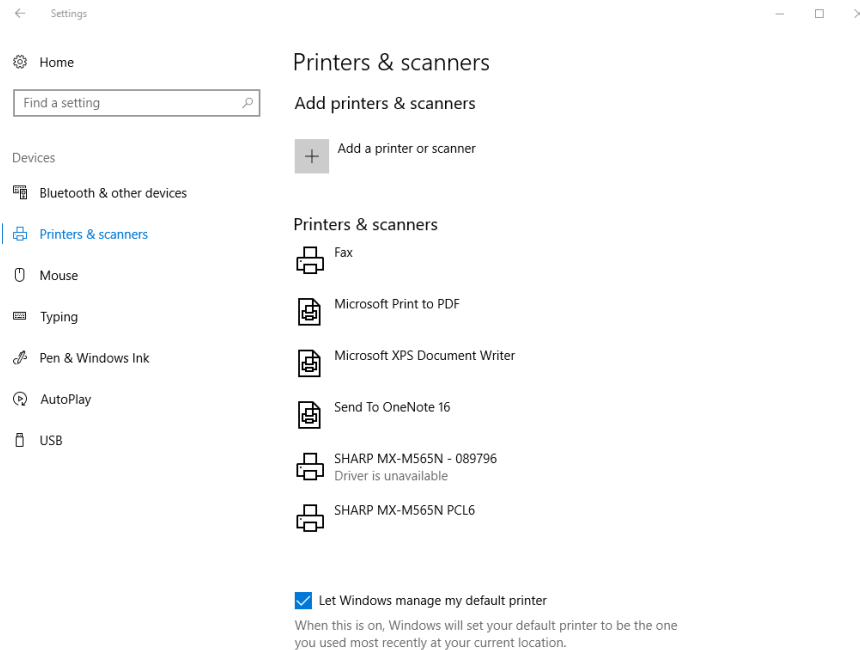# Windows 10

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.

Windows Settings

| Find a setting | 🔍 |

System
Display, notifications, power

Devices
Bluetooth, printers, mouse

Network & Internet
Wi-Fi, airplane mode, VPN

Personalization
Background, lock screen, colors

Apps
Uninstall, defaults, optional features

Accounts
Your accounts, email, sync, work, family

Time & language
Speech, region, date

Gaming
Game bar, DVR, broadcasting, Game Mode

Ease of Access
Narrator, magnifier, high contrast

Privacy
Location, camera

Update & security
Windows Update, recovery, backup

4. Click on the "Printers & Scanners" tab.

← Settings — □ ✕

⚙ Home

| Find a setting | 🔍 |

Devices

🖥 Bluetooth & other devices

🖨 Printers & scanners

🖱 Mouse

⌨ Typing

✎ Pen & Windows Ink

▶ AutoPlay

🗗 USB

Printers & scanners

Add printers & scanners

➕ Add a printer or scanner

Printers & scanners

🖨 Fax

🖨 Microsoft Print to PDF

🖨 Microsoft XPS Document Writer

🖨 Send To OneNote 16

🖨 SHARP MX-M565N - 089796
Driver is unavailable

🖨 SHARP MX-M565N PCL6

☑ 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.

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.

HP LaserJet 4350n: **p_63_430_01.printer.isu.edu**
HP OfficeJet Pro 8025: **p_63_430_02.printer.isu.edu**
HP LaserJet Pro M402dn*: **p_63_430_03.printer.isu.edu**
*Psychology Clinic Network Only

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.