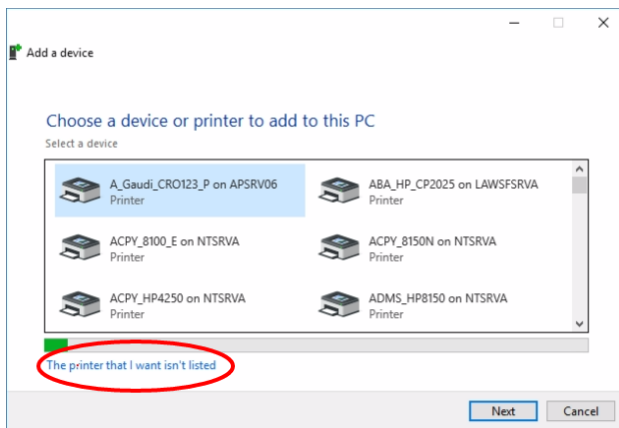




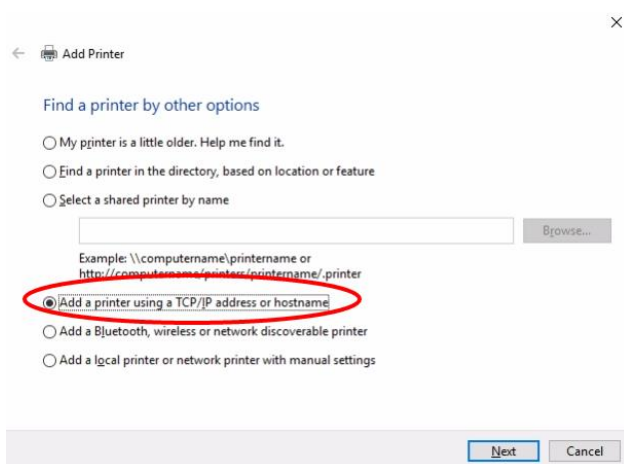
ADDING PRINTERS USING TCP/IP IN WINDOWS 10

The following steps illustrate how to install a network printer using TCP/IP in Windows 10. In order to complete the steps you will need to know details such as the printer model and IP address. Please contact the Information Technology Help Desk at (202) 319-4357 if you are unable to determine this information.

1. Click the **Start** button, type **advanced print** in the **Search Windows** box and click **Advanced printer setup**
2. Click **The printer that I want isn't listed**

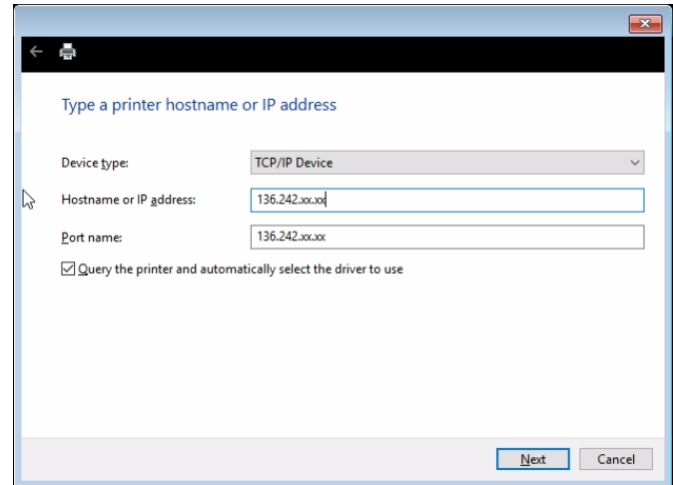


3. Click to select **Add a printer using a TCP/IP address or hostname** and then click **Next**



4. Select **TCP/IP Device** on the **Device type** drop down list

5. Type your printer's **IP address** (example **136.242.xx.xx**) in the **Hostname or IP address** field and click **Next**



6. If prompted, choose the driver that corresponds to your printer model (or click the **Have Disk** button to search for downloaded drivers) and then click **Next** and click the bullet beside **Use the driver that is currently installed (recommended)** and click **Next**
7. Type a printer name and click **Next**
8. Click to put a check mark beside of **Set as the default printer** (if you do wish to make it your default printer)
9. Click the **Print a test page** button (if you wish to do so)
10. Click **Finish**. Your printer should now be set up and ready to use.