Printer Setup: Windows 10

The following instructions assume you are connected to the Brown University network via wireless (Brown, Brown-Guest, or eduroam).

Available Printers

<table>
<thead>
<tr>
<th>Printer</th>
<th>Hostname</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>11th Floor Copier</td>
<td>icerm-copier.devices.brown.edu</td>
<td>Behind the reception desk on the 11th floor</td>
</tr>
<tr>
<td>10th Floor Laserjet A</td>
<td>icerm-ljp4015a.devices.brown.edu</td>
<td>10th Floor Print Room</td>
</tr>
<tr>
<td>10th Floor Laserjet B</td>
<td>icerm-ljp4015b.devices.brown.edu</td>
<td>10th Floor Print Room</td>
</tr>
</tbody>
</table>

Setup Instructions

1. Open the **Start Menu** and navigate to the **Settings** window.

2. In the settings screen, click on **Devices**, then scroll to the bottom and click **Devices and Printers** under **related settings**.
3. Click “Add a printer” at the top of the control panel window that opens.
4. Select “The printer that I want wasn't listed”.

5. Select “Add a printer using a TCP/IP address or hostname”.
6. In the **Hostname or IP Address box**, enter the printer’s device address for the printer you wish to add. **Be sure to un-check** the **Query the printer automatically option**.

- 11th Floor Copier: `icerm-copier.devices.brown.edu`
- 10th Floor LaserJet A: `icerm-ljp4015a.devices.brown.edu`
- 10th Floor LaserJet B: `icerm-ljp4015b.devices.brown.edu`
7. Click **next** and Windows should detect the printer.

8. Select the printer driver to use. If the correct driver is not listed, click the **Windows Update** button to download an updated driver list.

   - For the 11th Floor Copier, select **Canon → Canon UFR II Color Class Driver**.
   - For the 10th Floor LaserJets, select **HP → HP Universal Printing PCL 6**.

   **For the 11th Floor Canon Copier**
For the 10th Floor HP LaserJets
9. Give the printer a name.

![Add Printer]

Type a printer name

Printer name: [ICERM 10th Floor B]

This printer will be installed with the HP Universal Printing PCL 6 driver.

10. If prompted, choose “Do not share this printer”.

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11. At this point, Windows should tell you the printer was added successfully. If you wish, print a test page, then click “finish”.
Enabling Duplexing (Two-Sided Printing)

1. Right-click the newly added printer and click **Printing Preferences**.

2. Select the two-sided option you wish to use in the **Print on Both Sides** dropdown.

   **For the 11th Floor Canon Copier**
For the 10th Floor HP LaserJets
Notes About Printing

- All ICERM printers support duplex (double-sided) printing.
- The ICERM printers use **US LETTER/LTR** 8.5×11 sized paper. Please choose this paper size when installing a printer or printing a document.

*If you have questions about these instructions or require further assistance, please contact the ICERM IT staff by dropping by the administrative offices or emailing support@icerm.brown.edu.*

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