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”.

ICERM Wiki - https://wiki.icerm.brown.edu/
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”.
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.*