ICERM Printing Instructions for Windows 10

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

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”.

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Choose a device or printer to add to this PC

Select a device

NPI386AD1 (HP Color Laserjet CP4520 Series)
Printer

NPI8D0B3 (HP LaserJet P4015)
Printer

NPI8B4A4 (HP Laserjet P4015)
Printer

The printer that I want isn’t listed

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Find a printer by other options

- My printer is a little older. Help me find it.
- Select a shared printer by name

Example: \computename\printname or
http://computename/printers/printname/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

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Next  Cancel
6. In the **Hostname or IP Address box**, enter the printer's device address for the printer you wish to add, and 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**.
9. Give the printer a name.

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*