## How to add a Network Printer

- 1. Go to the printer that you want to add to your computer and print a CONFIGURATION PAGE from the Information Menu
- 2. On the CONFIGURATION PAGE locate the IP address of the printer. It will be a 10.64.xx.xx number.

## On a Windows 7 OS Computer

- 1. Go to the start menu and click on DEVICES AND PRINTERS.
- 2. Right click and remove any printers that are listed that are not working. The printers will appear lighter in color as if they are grayed out.
- 3. After the old printer connection is deleted then click on add a printer at the top of the screen.
- 4. Choose ADD A NETWORK, WIRELESS OR BLUETOOTH PRINTER and click NEXT



5. A list of possible network printers will then start to appear. Look for the printer you want to install by looking at the IP address that is listed next to the name of the printer.



6. Choose your printer manufacturer and printer name. If your exact printer is not listed then choose a printer that has the closest name and number.

🚱 🖶 Add Printer	
Install the printer driver Choose your printer from th To install the driver from ar	he list. Click Windows Update to see more models. n installation CD, click Have Disk.
Manufacturer Okidata Ricoh Samsung Savin Channer This driver is digitally signed. Tell me why driver signing is im	Printers Savin C3535 PCL6 Savin C3535 PS Savin C4540 PCL5c Savin C4540 PCL6 Windows Update Have Disk portant
	Next Cancel

7. Use the current driver if it is available and click NEXT. If not, you might have to GOOGLE a print driver for you kind of printer and install it.



8. This is where you can change the name of your printer to whatever suits you best. Be specific if you have multiple printers on your computer. Click NEXT

🚱 🖶 Add Printer			×
Type a printer name			
Printer name: High	School Savin Copier		
This printer will be installed w	th the Savin C4540 PCL6 driver.		
		Next	Cancel

9. Make sure you print a test page. If no page prints then it's possible that you don't have the correct printer driver and will need to find one to download on the internet. Click FINISH.

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🕞 🖶 Add Printer
You've successfully added High School Savin Copier
☑ Set as the default printer
You can choose a default printer for home, work, and other places you go. <u>Set up multiple</u> <u>default printers</u>
To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page. Print a test page
Finish Cancel