Technology & Innovation

Printing User Manual

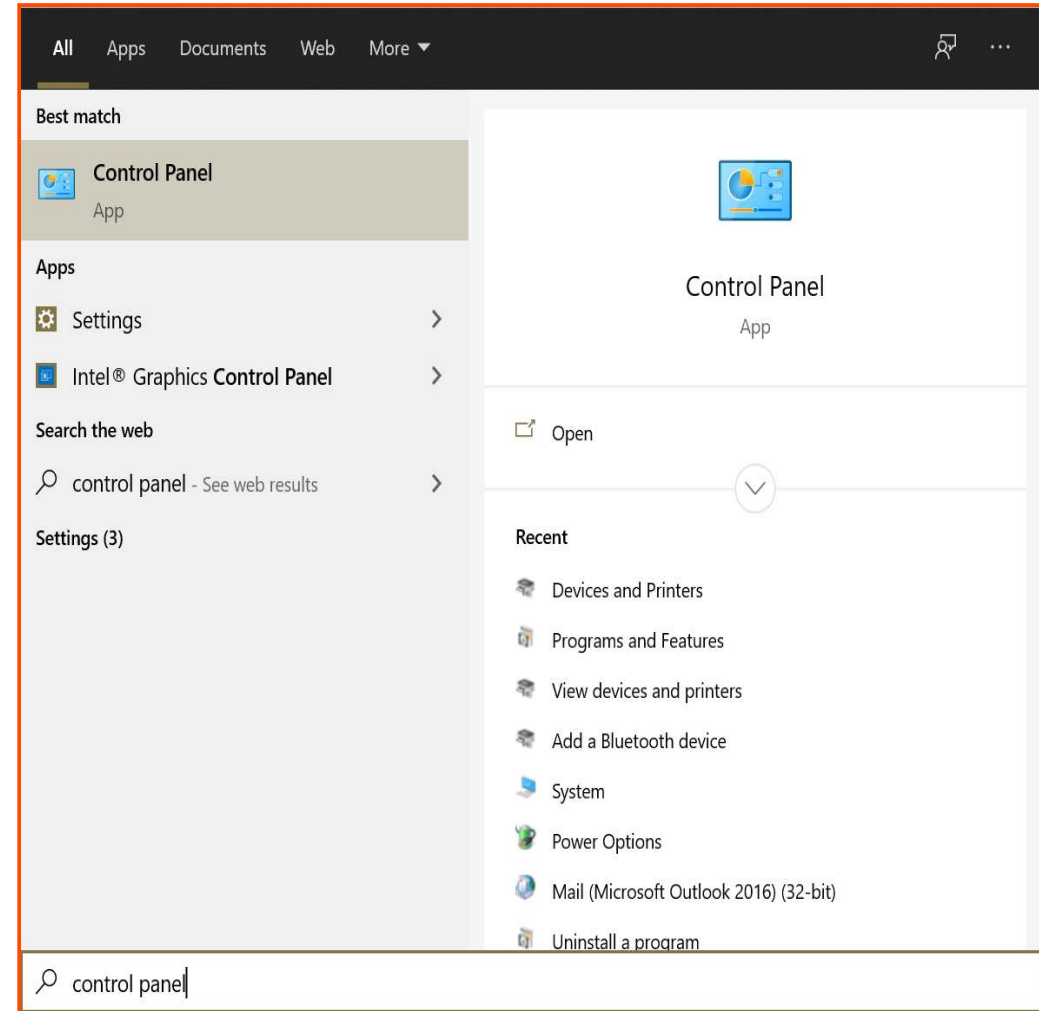# **Step 1**

Open Control Panel

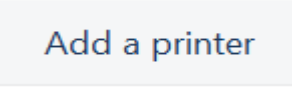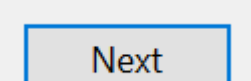1. Click + ![Windows key]
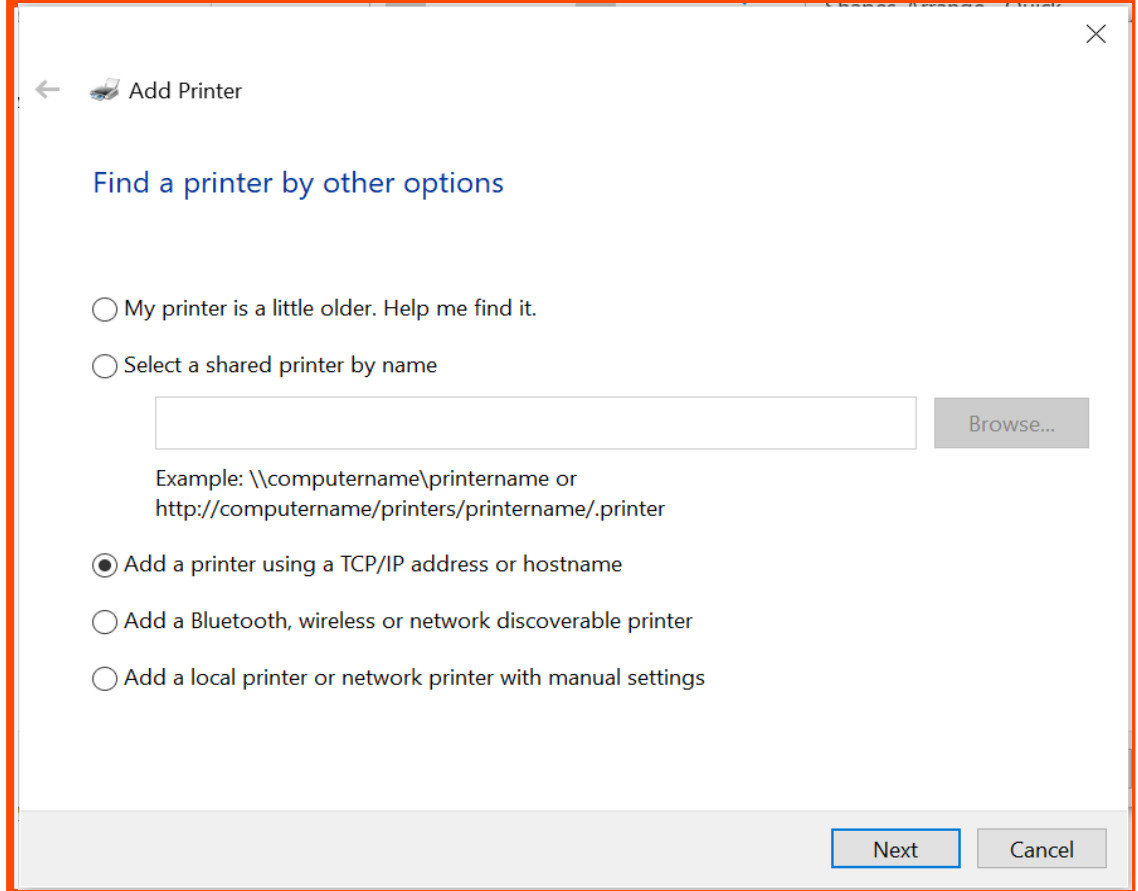
2. Type "Control Panel"

Step 2

Connection Settings

1. Find **Devices and Printers**

2. Click **Add a printer** (Top left corner)

3. Click **The printer that I want isn't listed**

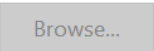4. Choose TCP/IP

5. Click **Next**

← 🖨 Add Printer

Find a printer by other options

○ My printer is a little older. Help me find it.

○ Select a shared printer by name

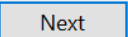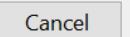[   ] [Browse...]

Example: \\computername\printername or
http://computername/printers/printername/.printer
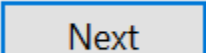
● Add a printer using a TCP/IP address or hostname

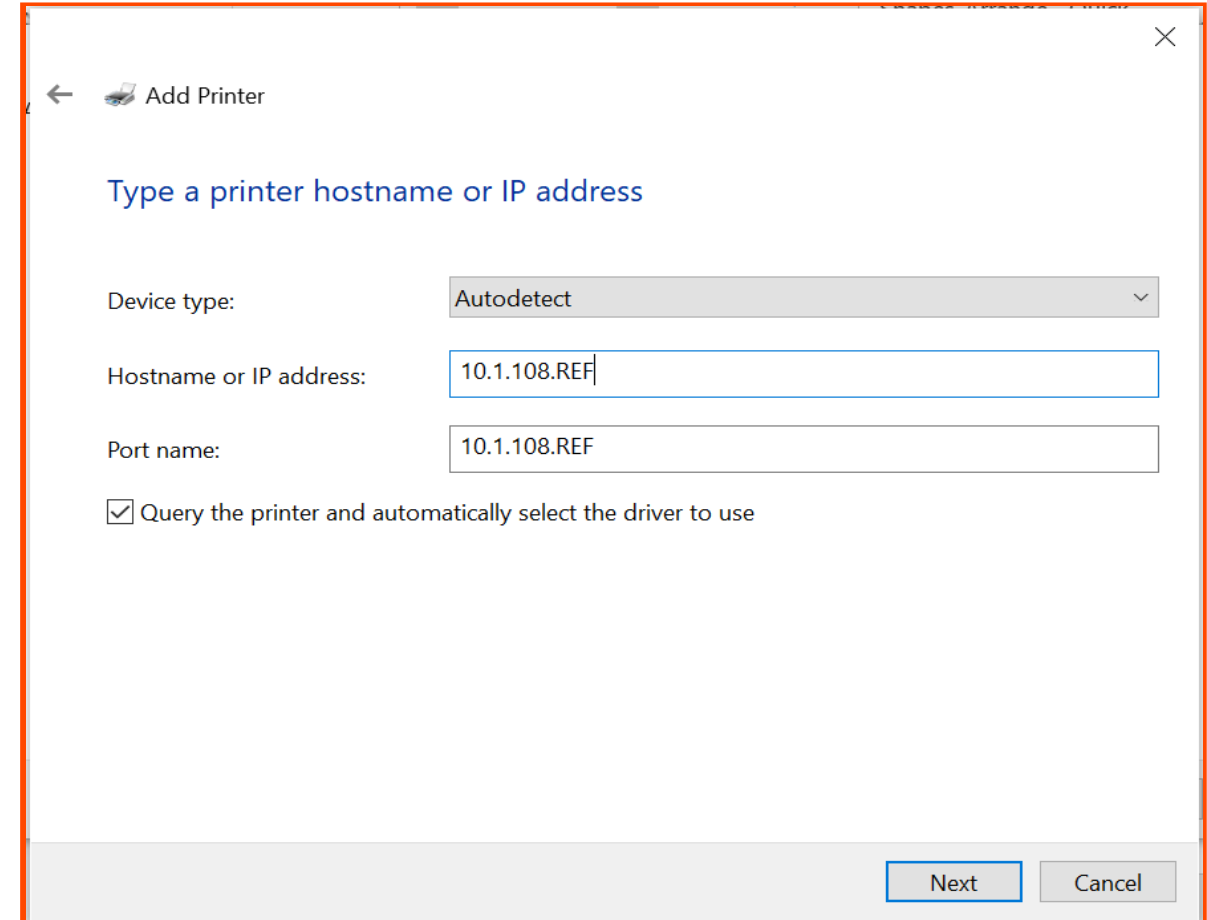○ Add a Bluetooth, wireless or network discoverable printer

○ Add a local printer or network printer with manual settings

[Next] [Cancel]

Step 3

Adding TCP/IP

1. Go to your section printer and note the TCP/IP address, Or request it from **ithelpdesk@tawal.com.sa**

2. Type the TCP/IP address

3. Click **Next**

×

← 🖨 Add Printer

Type a printer hostname or IP address

Device type:	Autodetect ▾
Hostname or IP address:	10.1.108.REF
Port name:	10.1.108.REF

☑ Query the printer and automatically select the driver to use

Next   Cancel

Step 4

Printer Installed!

1. Choose a preferred name for your printer

2. Click [Next]

← 🖥 Add Printer   ✕

You've successfully added NPIDC2AB7 (HP Color LaserJet MFP M477fdw)

Printer name: [|]

This printer has been installed with the HP Color LaserJet Pro MFP M477 PCL 6 driver.

[Next]   [Cancel]

Final Step

Printer Installed!

1. You can Print a test page

2. Click   **Finish**

← 🖨 Add Printer

You've successfully added IT HelpDesk

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

Extra
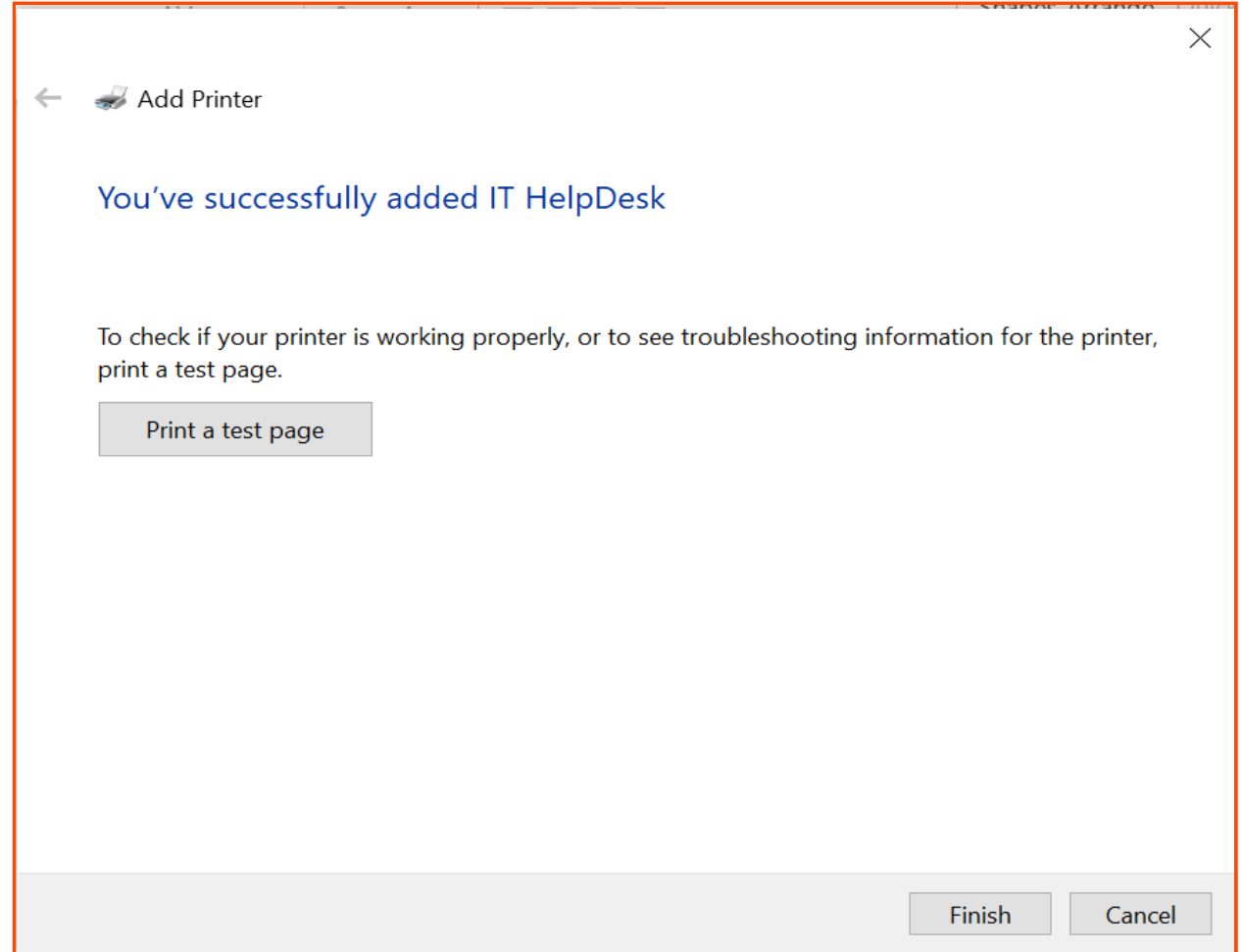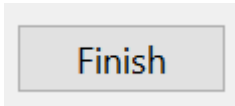
Finding Printer

Setting as Default Printer;

Go To:

Control Panel

Devices and Printers

Refer To The Figure