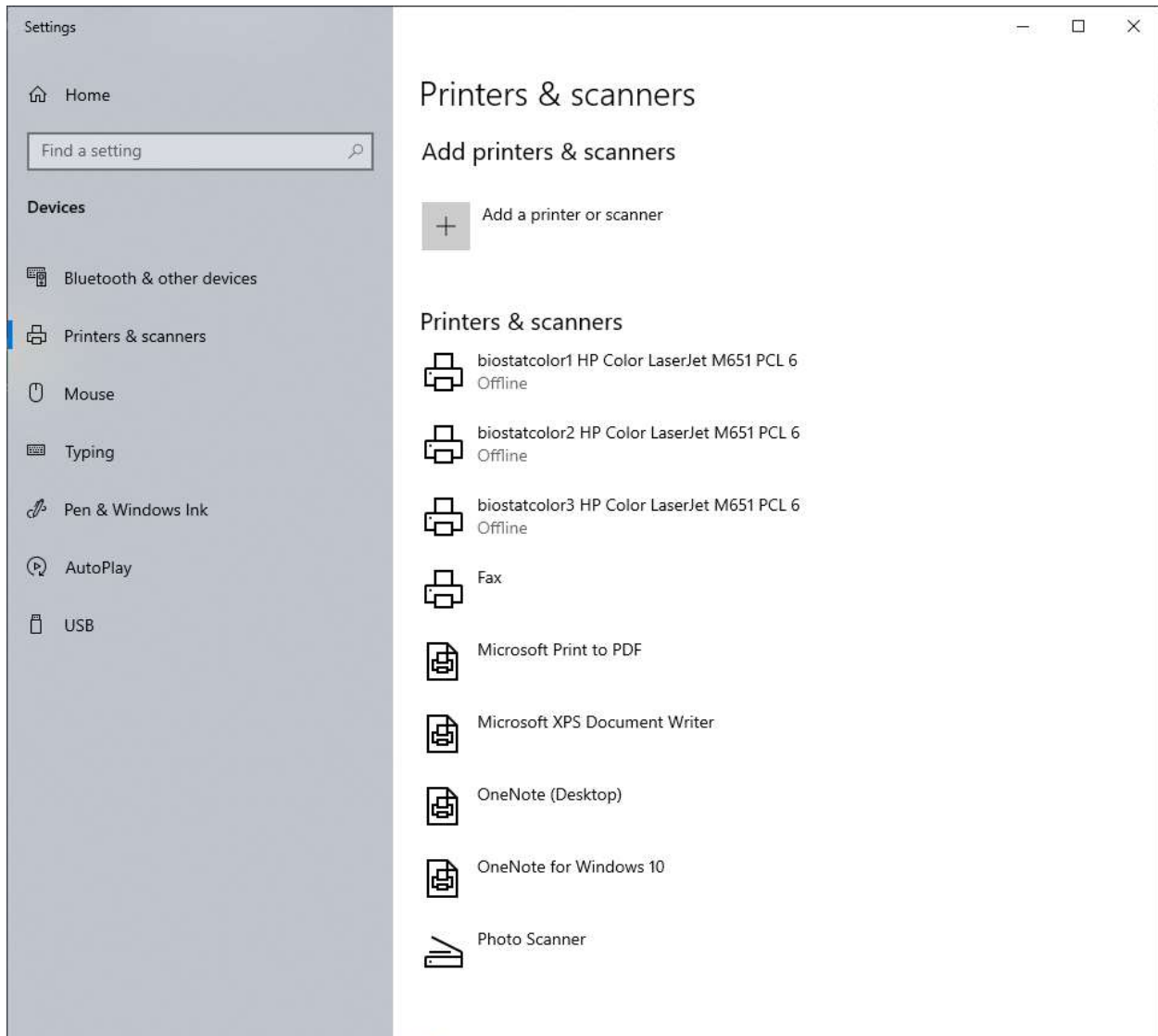


# How to add a printer on a Windows 10 computer

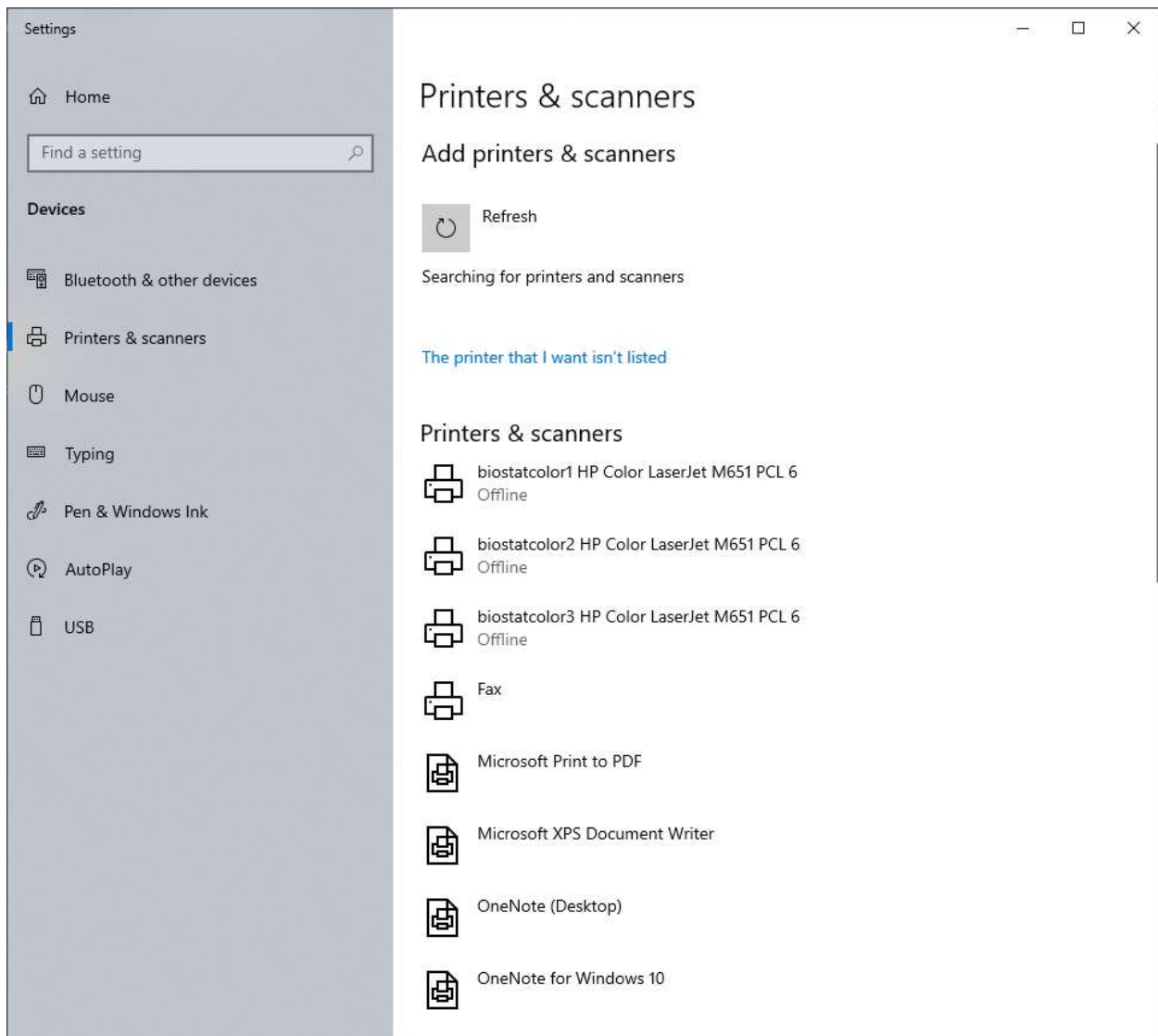
In this example we will be connecting to the “biostatcolor4” printer. See <https://biostat.app.vumc.org/wiki/Main/PrinterHostnames> for the names of our printers.

If you are not in the office, a VPN connection is required before making these settings.

Open System Settings and Printers & Scanners. Click on “Add a printer or scanner”.



Click on "The printer that I want isn't listed"



Select "Add a printer using a TCP/IP address or hostname" and 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

Enter the name of the printer desired. The Port name gets filled automatically. Click Next.



←  Add Printer

### Type a printer hostname or IP address

Device type:

Hostname or IP address:

Port name:

Query the printer and automatically select the driver to use

[Next](#)

Cancel

Select the currently installed driver for use with this connection. Click Next.



←  Add Printer

Which version of the driver do you want to use?

Windows detected that a driver is already installed for this printer.


- Use the driver that is currently installed (recommended)
- Replace the current driver

Next

Cancel

Edit the Printer name field to include the name of the printer. This will make the printer easier to find when selecting which printer to use later. Click Next.



←  Add Printer

Type a printer name

Printer name:

This printer will be installed with the HP Color LaserJet M651 PCL 6 driver.

[Next](#)

Cancel

Select "Do not share this printer". Click Next.



←  Add Printer

## Printer Sharing

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

Do not share this printer

Share this printer so that others on your network can find and use it

Share name:

Location:

Comment:

Next

Cancel

That should do it. Click Finish.



←  Add Printer

You've successfully added biostatcolor4 HP Color LaserJet M651 PCL 6

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



Your printer will now be available in your list of printers.

