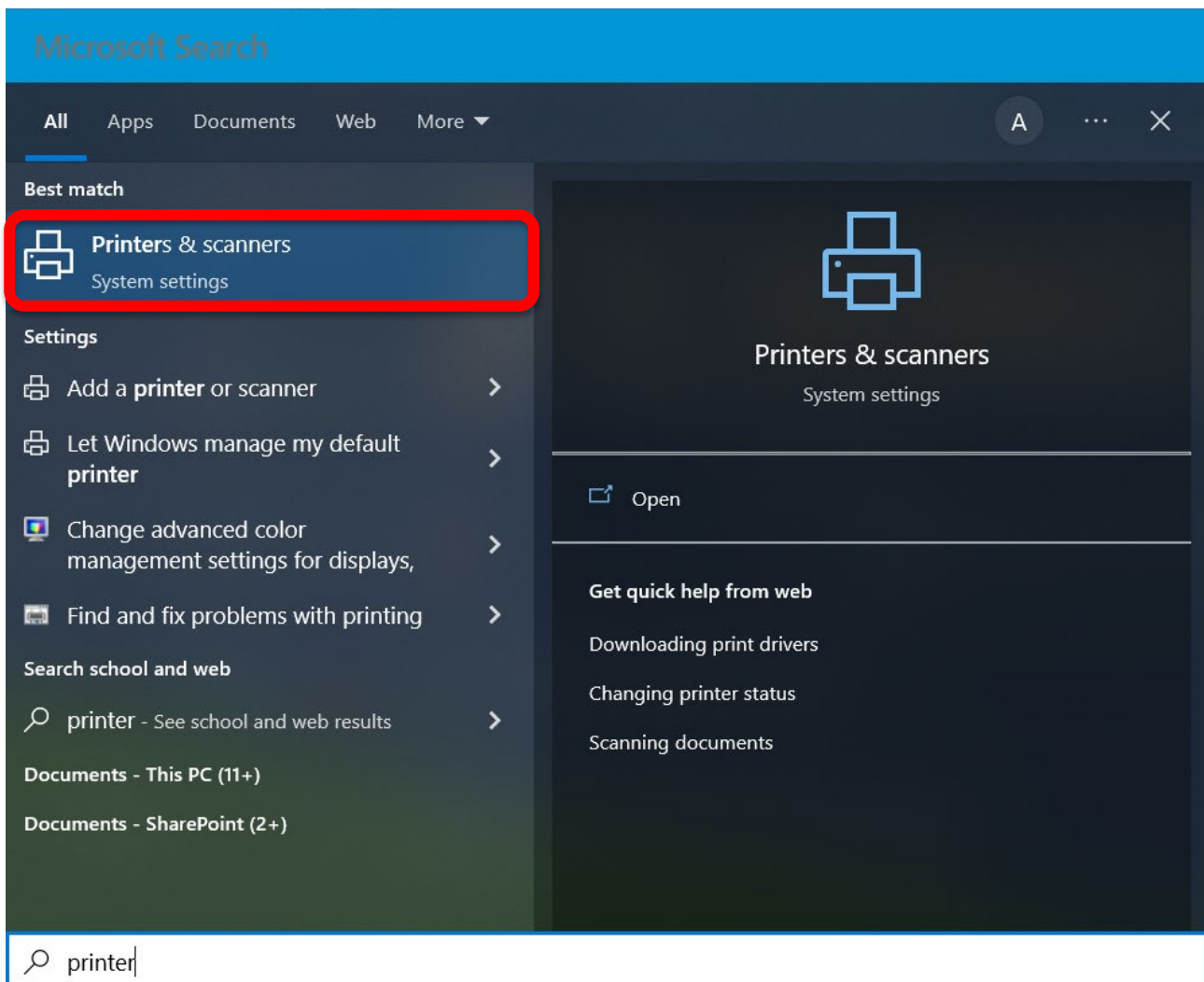
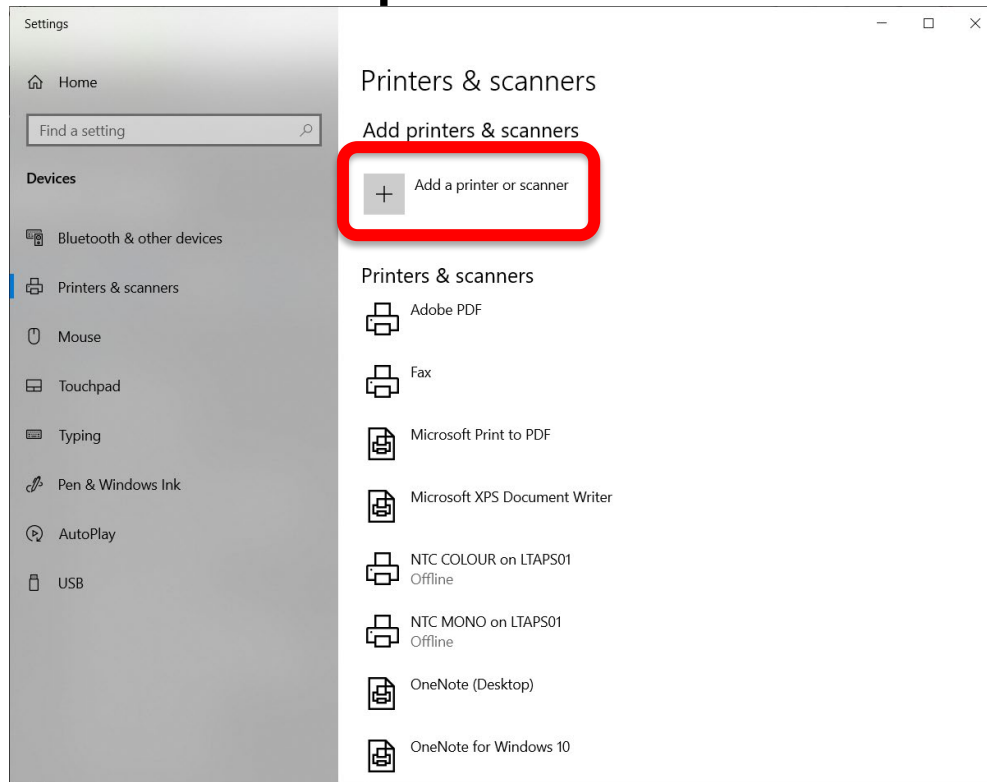


HOW TO ADD A PRINTER TO YOUR COMPUTER

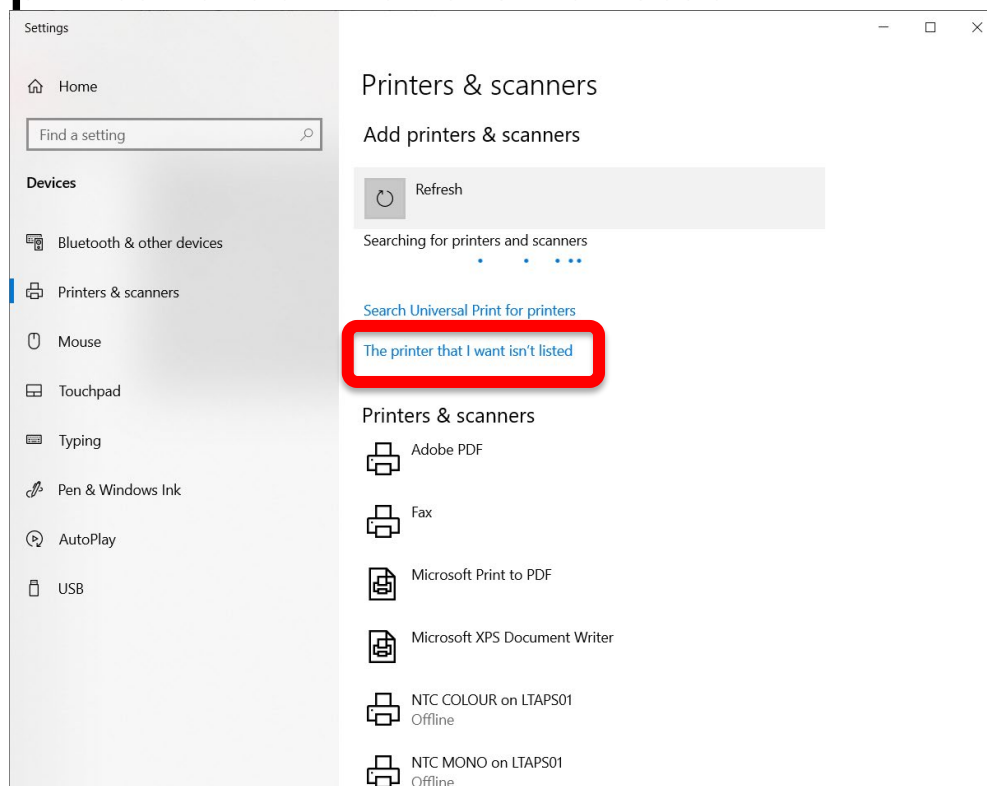
Click on the Windows Key , and type **Printer** in the search bar and open up **Printer & scanners**.




Click on **Add a printer or scanner.**



After a few moments you will see an option for **The printer that I want isn't listed.**



Select **Add a printer using a TCP/IP address or hostname**.

←  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

Type in the **IP address** of the printer (found on the printer).

←  Add Printer

Type a printer hostname or IP address

For **Windows 11** please select **TCP/IP Device** and *not* IPP Device

Device type: TCP/IP Device

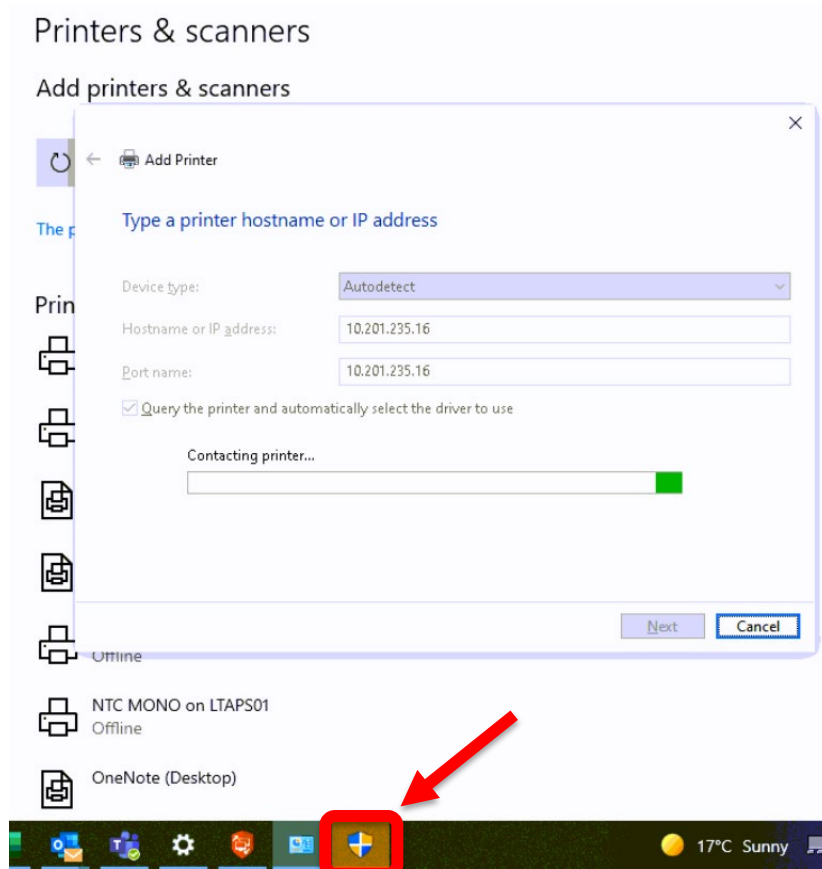
Hostname or IP address:

Port name:

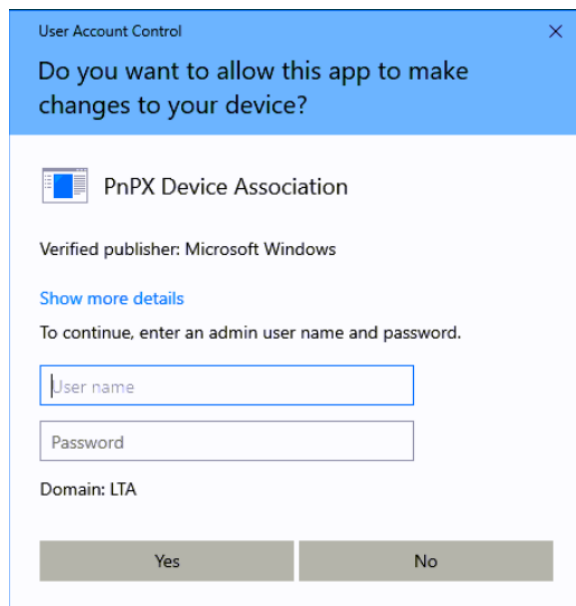
☒ Query the printer and automatically select the driver to use

Next Cancel

When prompted, click on the shield icon in your taskbar.



Enter your admin details (if required) to complete the installation.



Leave the printer name as the default.



← Add Printer

You've successfully added ATP

Printer name:

This printer has been installed with the PCL6 V4 Driver for Universal Print driver.

Next

Cancel

Finally, select **Do not share this printer.**



← 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