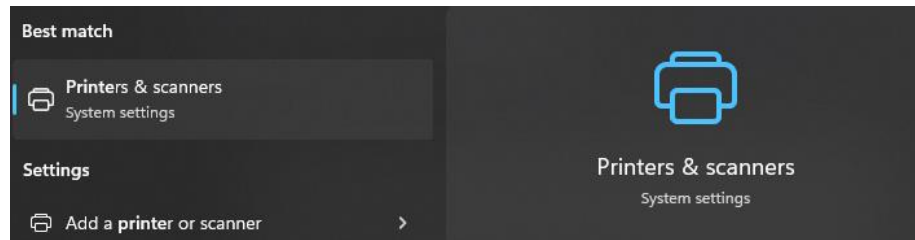


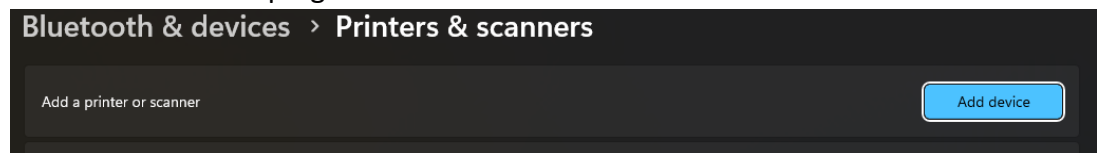
Adding a Printer manually in Windows 11

1. Click “Start” and search for **Printers & Scanners**.



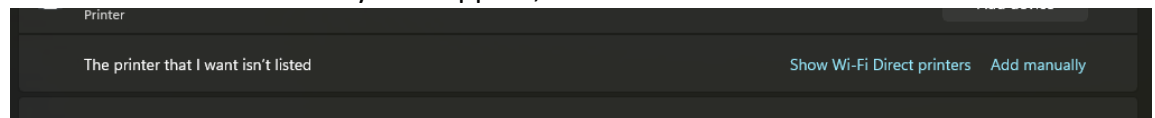
a.

2. Click “Add device” in the top right.



a.

3. After a few seconds “Add manually” will appear, click that.



a.

4. Click the radio button next to “Add a printer using an IP address or hostname”

Add a printer using an IP address or hostname

a.

5. Change the “Device Type” to “TCP/IP Device”. Type the hostname in the 2nd box, you will find this on a label on the printer you are adding. Click “Next” when done.

- a. Ex. Cls_wil2206_cn7270.msu.montana.edu (**Don't forget the msu.montana.edu**)

Device type:	<input type="text" value="TCP/IP Device"/>
Hostname or IP address:	<input type="text" value="cls_wil2206_cn7270.msu.montana.edu"/>
Port name:	<input type="text" value="cls_wil2206_cn7270.msu.montana.edu"/>

- i. Query the printer and automatically select the driver to use

6. Windows will connect to the printer, detect the make/model and prompt to install/add driver if needed. Once done, you'll see a Window to name the printer whatever you would like. It will also list the driver it will use/install. Click “Next” when done.

Type a printer name

Printer name:	<input type="text" value="Wilson CLS Dean's Printer"/>
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- a. This printer will be installed with the Canon Generic Plus UFR II driver.

7. A progress bar will appear, and Windows will install the printer. Next will be a window asking to share the printer. Click the radio button next to “Do not share this printer”. Click next when done.

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

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

8. Windows will finally indicate that the printer is added. You can also print a test page to test. Click "Finish" when done.
9. Printer is now added under and can be used.