Connecting a printer to the computers



1) In the bottom left corner of the screen, click the Start button, then click the Settings button.

2) Click on the Devices link.

Windows Settings							
			Find a setting		Q		
Syst Disp pow	tem Jay, sound, notifications, rer		Devices Bluetooth, printers, mouse		Phone Link your Android, iPhone		Network & Internet Wi-Fi, airplane mode, VPN
Pers Back	sonalization kground, lock screen, colors	Ē	Apps Uninstall, defaults, optional features	8	Accounts Your accounts, email, sync, work, other people	\$₽	Time & Language Speech, region, date
Gam Gam broa	ning ne bar, captures, adcasting, Game Mode	Ģ	Ease of Access Narrator, magnifier, high contrast	0	Cortana Cortana language, permissions, notifications	ß	Privacy Location, camera
C Upd Wind back	date & Security dows Update, recovery, cup						

3) On the left side of the page, click the link "Printers & scanners." Then click "Add a printer or scanner."

ය Home	Printers & scanners			
Find a setting ρ	Add printers & scanners			
Devices	+ Add a printer or scanner			
Bluetooth & other devices				
🔒 Printers & scanners	Printers & scanners			
() Mouse	Adobe PDF			
Typing	Fax			
🥒 Pen & Windows Ink	LIB1 on VMTPRN500			
AutoPlay	LIB2 on VMTPRN500			
☐ USB	LIB3 on VMTPRN500			
	MC0E on vmtprn500 Default			
	Microsoft Print to PDF			
	Microsoft XPS Document Writer			

4) In the list, look for LIB1 or LIB2. LIB1 is the preferred printer. There are quite a number of printers in the list so you will have to scroll a ways down. If you are unable to find either printer in the list, you can select the "The printer that I want isn't listed" option at the bottom of the list.

යි Home	Printers & scanners			
Find a setting	Kyocera ECOSYS M3550idn (7) Printer			
Devices	MC17 (HP LaserJet 400 color M451dn) Printer			
Bluetooth & other devices	Kyocera ECOSYS M3550idn (2) Printer			
Printers & scanners	FIERY-COMM (Pro C5100Sseries E-22B PS US1.1)			
Typing	HP Laser/et 600 M601 [05E7E8]			
cℬ Pen & Windows Ink	MC1-HPA32220 (HP Color LaserJet CP2025dn)			
(P) AutoPlay	Printer MC0-HPA206117 (HP LaserJet 400 M401dne)			
🖞 USB	Printer HIMM (HP I assertet M604)			
	Printer			
	The printer that I want isn't listed			
	Printers & scanners			

5) Select the option "Find a printer in the directory, based on the location or feature" and click "Next."



6) In the name box, type "lib" click "Find Now." Select the first LIB1 that comes up. Click "OK" to connect to the printer.



The computer should be connected to the printer. If these instructions are still not working, please contact the Library staff (if available) or call IT at 2-6222 for after hours assistance.