Adding a Printer manually in Windows 10

For Kyocera & Canon printers you will need to download the driver from their website before starting this process.

1. Click "Start" and search for **Control Panel**, launch Control Panel.

2. Click "View Devices and Printers", under Hardware and Sound.

3. Near the top, click "Add a printer"

4. A new window will open and start scanning for printers, click "The printer that I want isn't listed", near the bottom of that window.

5. Click the radio button next to "Add a printer using a TCP/IP address or hostname"

6. Leave the "Device Type" files alone and the checkbox. Type the hostname in the 2nd box, you will find this on a label on the printer you are adding. Click "Next" when done.

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

7. 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.
This printer will be installed with the Canon Generic Plus UFR II driver.

8. 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

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

9. Windows will finally indicate that the printer is added. You can also printer a test page to test. Click "Finish" when done.

10. Printer is now added under Devices and Printers and can be used.