



**Technology  
& Innovation**



# Printing User Manual

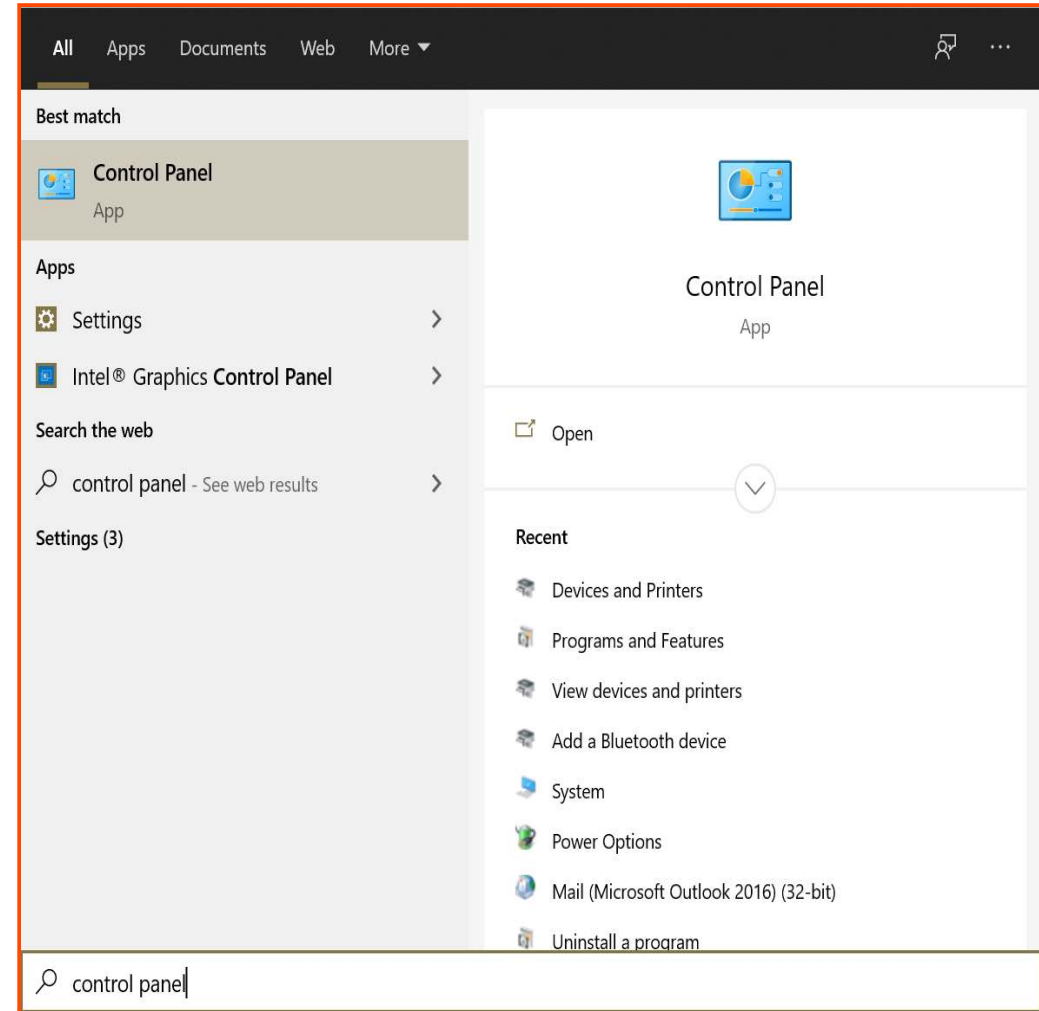
# Step 1

## Open Control Panel

1. Click +

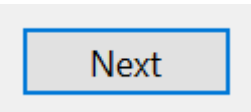


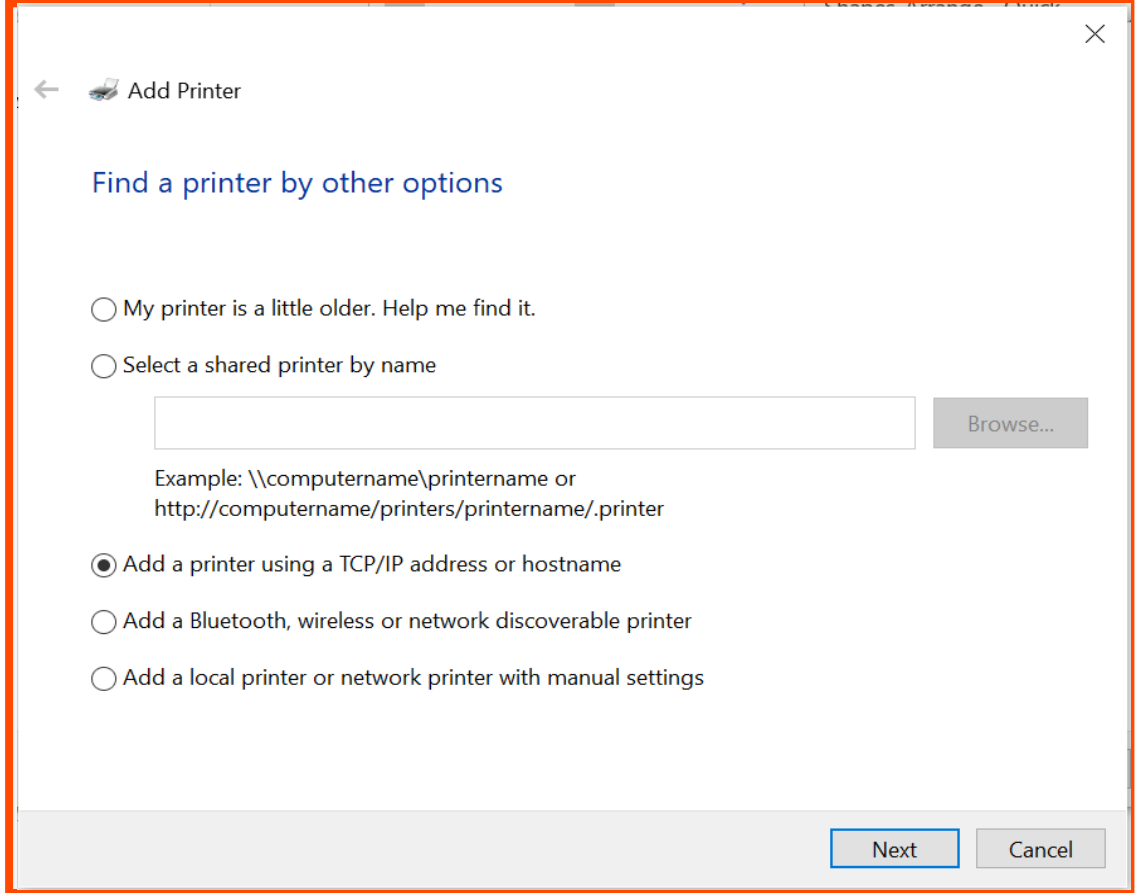
2. Type “Control Panel”



## Step 2

# Connection Settings

1. Find  **Devices and Printers**
2. Click  (Top left corner)
3. Click **The printer that I want isn't listed**
4. Choose TCP/IP
5. Click 

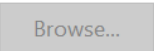


←  Add Printer

Find a printer by other options

☐ My printer is a little older. Help me find it.

☐ Select a shared printer by name

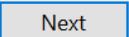
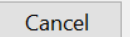


Example: \\computename\prntername or  
http://computename/printers/prntername/.printer

☒ 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



## Step 3

### Adding TCP/IP

1. Go to your section printer and note the TCP/IP address, Or request it from **ithelpdesk@tawal.com.sa**

2. Type the TCP/IP address

3. Click

Next

← Add Printer

Type a printer hostname or IP address

Device type: Autodetect

Hostname or IP address: 10.1.108.REF

Port name: 10.1.108.REF

☒ Query the printer and automatically select the driver to use

Next Cancel



## Step 4

# Printer Installed!

1. Choose a preferred name for your printer

2. Click

Next

The screenshot shows the 'Add Printer' window in Windows. The title bar says 'Add Printer'. The main text reads: 'You've successfully added NPIDC2AB7 (HP Color LaserJet MFP M477fdw)'. Below this, there is a label 'Printer name:' followed by an empty text input field. Further down, it says: 'This printer has been installed with the HP Color LaserJet Pro MFP M477 PCL 6 driver.' At the bottom right, there are two buttons: 'Next' and 'Cancel'.

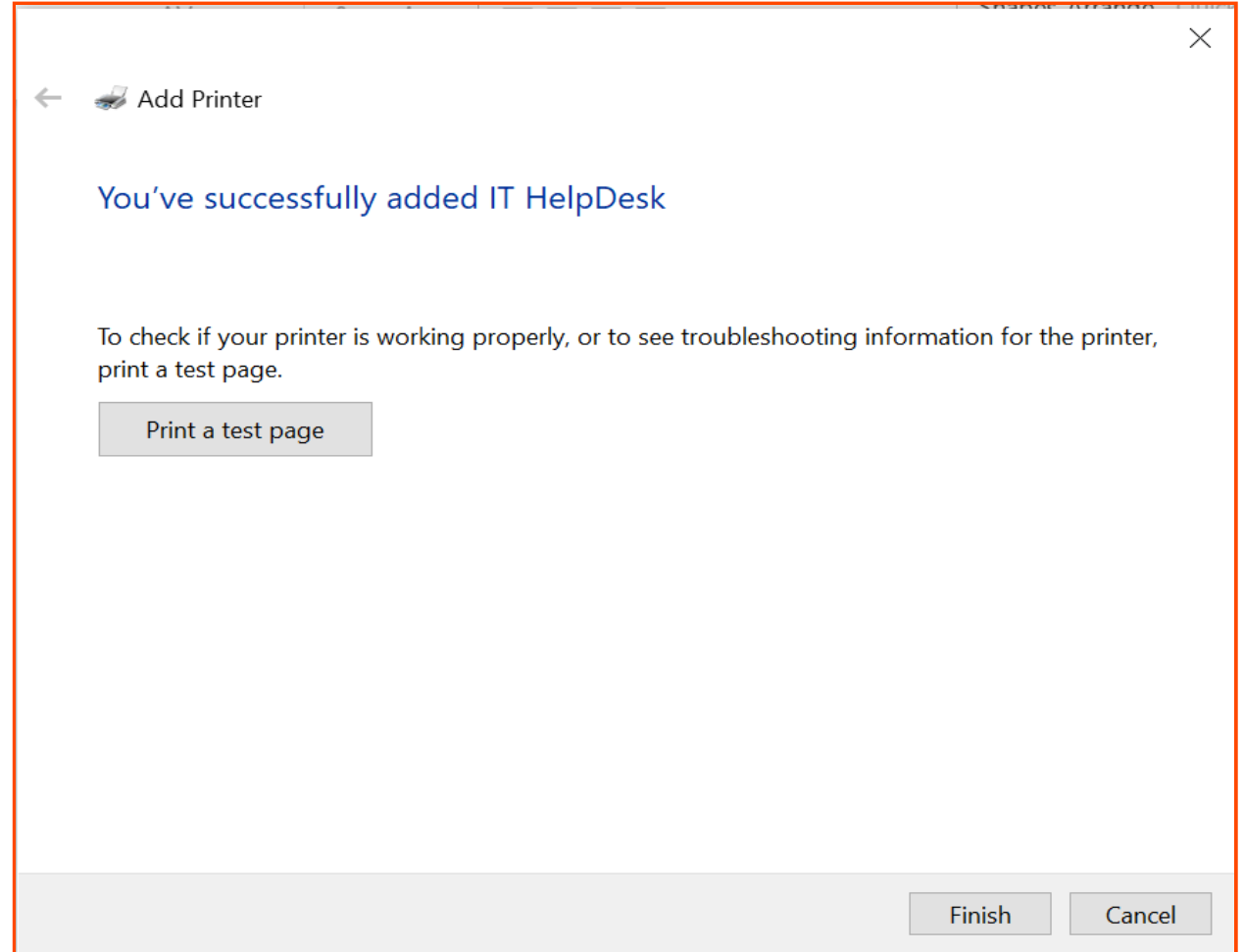
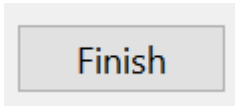


## Final Step

# Printer Installed!

1. You can Print a test page

2. Click



# Finding Printer

Setting as Default Printer;

Go To:

Control Panel



Devices and Printers

Refer To The Figure

