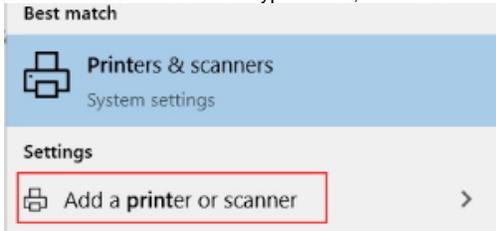


Adding a printer

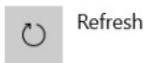
To add a printer to your Intune managed device:

1. Find the name of the printer you want to add – it should be labelled by a white sticker on the device. If you are not sure about the name, ask a colleague.
2. Click on the Start Menu and type "Print", then click on "Add a printer or scanner" in the results:



3. Click on the "Add a Printer" button at the top of the window. After a few seconds a blue "The printer that I want isn't listed" link appears, click on that:

Add printers & scanners

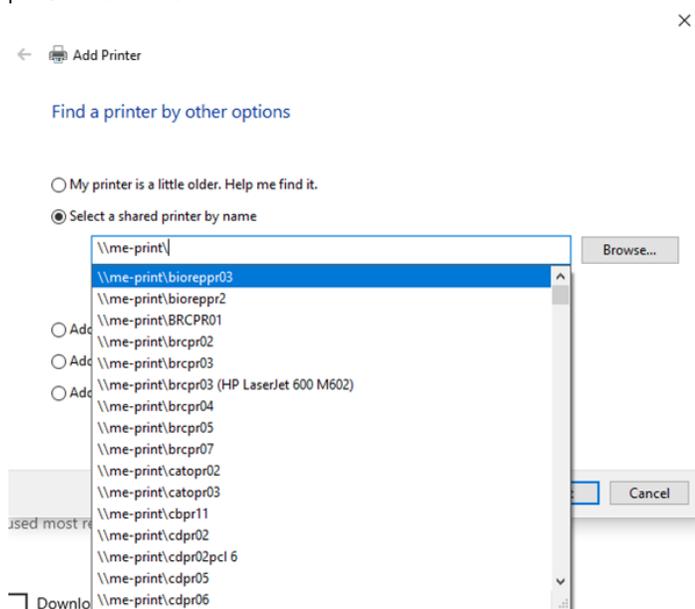


Searching for printers and scanners



[The printer that I want isn't listed](#)

- a. In the window that pops up, select "Select a shared printer by name" and either enter \\me-print\ (for Clinical School devices), or \\bio-print\ (for Zoology devices) and wait for the list to pop up with a list of printers, or if you know the printer name, enter \\me-print\<Printer-Name>



- b. Once you have entered the printer name / selected it, click on Next. You should see a small window saying "Connecting to <Printer-name>", after a short delay it should say "You've successfully added <Printer-name>". Click Next, and then Finish

- a. In the window that pops up, select "Add a printer using a TCP/IP address or hostname" and click Next:

✕

←  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

- b. Enter the IP address of the printer in the "Hostname or IP address" box (the "Port Name" will automatically be filled in with the same details). Ensure the "Query the printer and automatically select the driver to use" is ticked, and then click Next:

✕

←  Add Printer

Type a printer hostname or IP address

Device type: Autodetect

Hostname or IP address: 131.111.87.211

Port name: 131.111.87.211

Query the printer and automatically select the driver to use

Next Cancel

- c. You will see a progress bar moving back and forth with the message "Contacting Printer", which will then change to a page saying it has added the printer:

←  Add Printer

You've successfully added itpr07 (HP LaserJet 500 colorMFP M570dn)

Printer name: itpr07 (HP LaserJet 500 colorMFP M570dn)

This printer has been installed with the HP Universal Printing PCL 6 driver.

- d. Click Next, then Next on the page asking if you want to share the printer, you can then print a test-page if you want to. Click Finish and you should see the printer listed in the Devices and Printers page.