

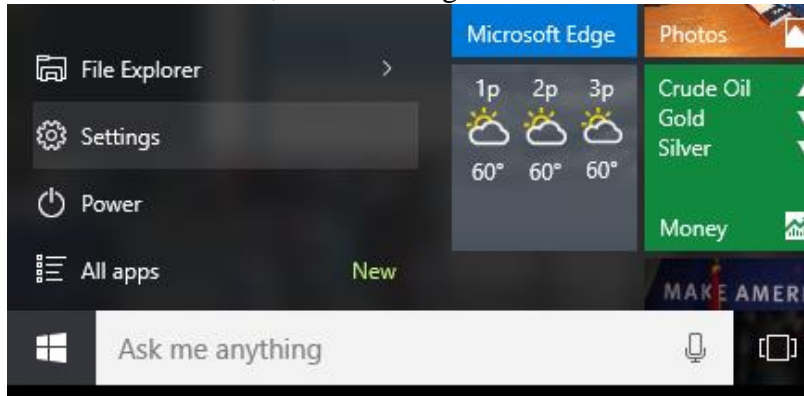
ACER computers

A browser must be open and connected through Jeffco's network

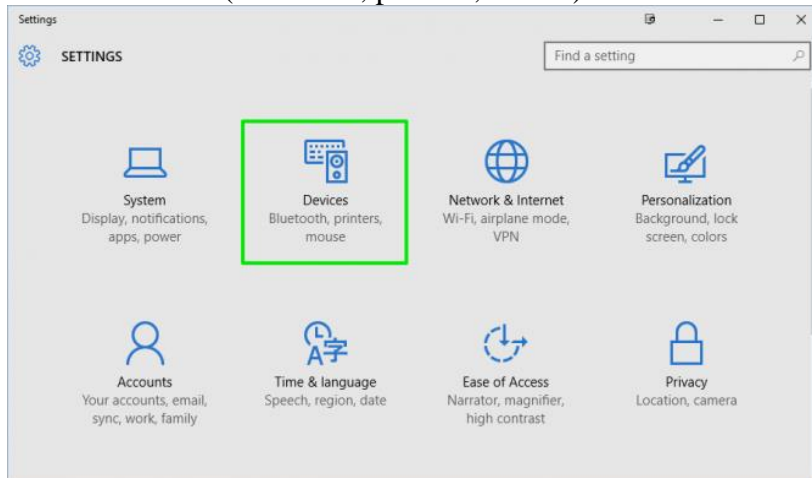
How to set up network printing over WI-FI

Windows 10

1. From the Start menu, select Settings.



2. Click on Device (Bluetooth, printers, mouse).

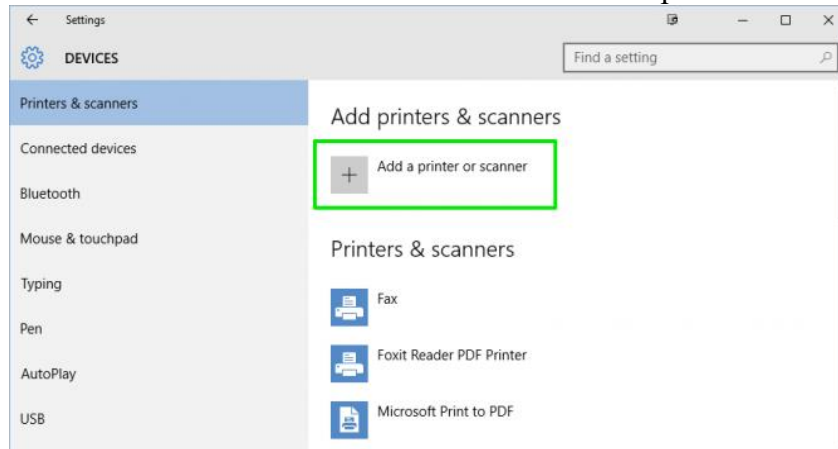


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3. Select the "Printers & scanners" tab. Click "Add a printer or scanner."



4. It will not find the printer so click "The printer that I want isn't listed."

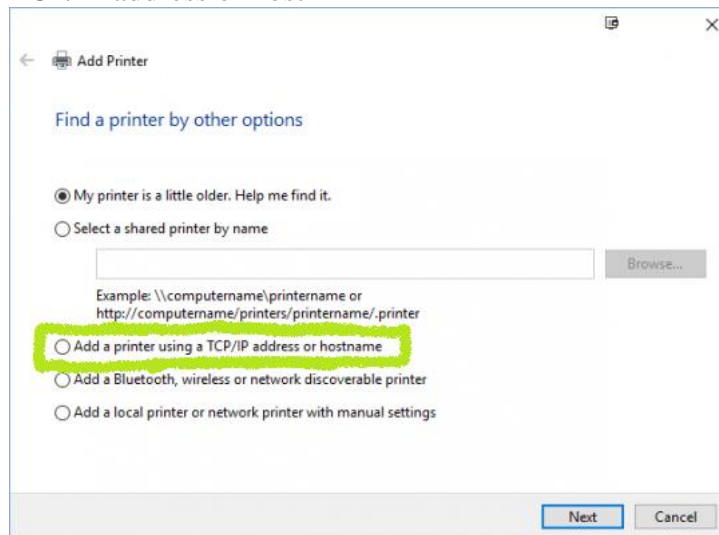
Add printers & scanners



Refresh

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

5. "Find a printer by other options" box will appear and select "Add a printer using TCP/IP address or hostname."

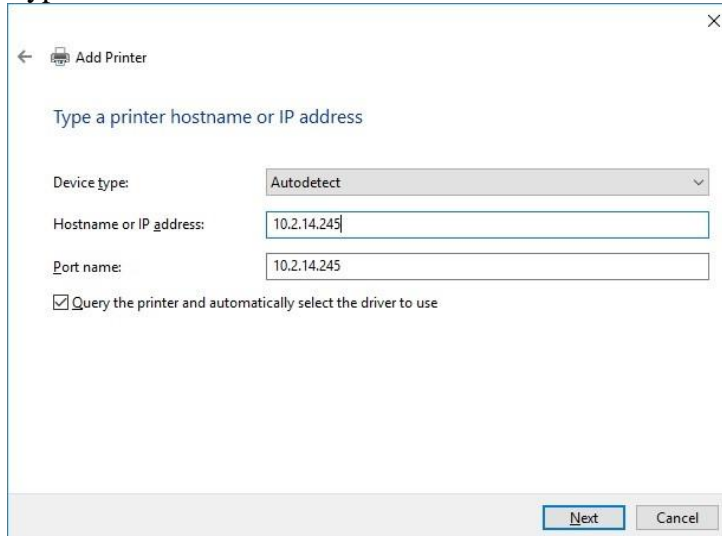


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6. Type in the IP address **10.2.14.245** and click Next.



← Add Printer

Type a printer hostname or IP address

Device type: Autodetect

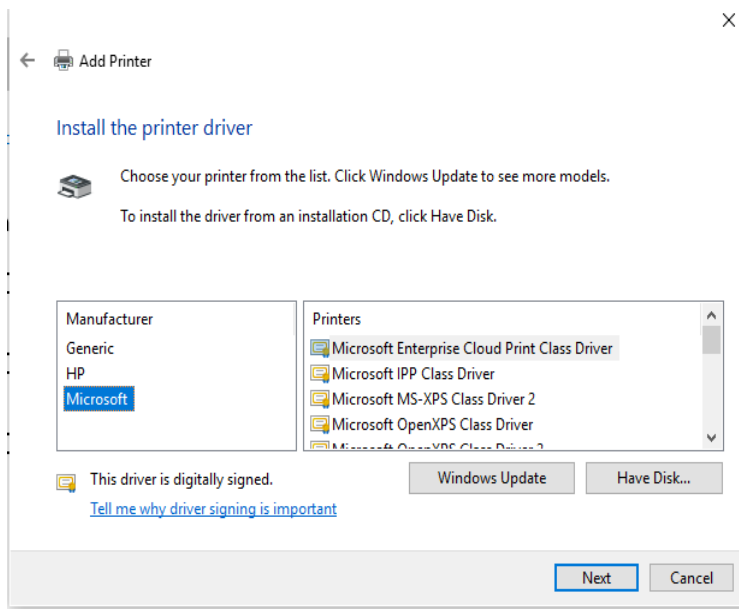
Hostname or IP address: 10.2.14.245

Port name: 10.2.14.245

Query the printer and automatically select the driver to use

Next Cancel

However, you may have to find the required driver in a list.



← Add Printer

Install the printer driver

Choose your printer from the list. Click Windows Update to see more models.
To install the driver from an installation CD, click Have Disk.

Manufacturer	Printers
Generic	Microsoft Enterprise Cloud Print Class Driver
HP	Microsoft IPP Class Driver
Microsoft	Microsoft MS-XPS Class Driver 2
	Microsoft OpenXPS Class Driver
	Microsoft OpenXPS Class Driver 2

This driver is digitally signed. [Tell me why driver signing is important](#)

Windows Update Have Disk...

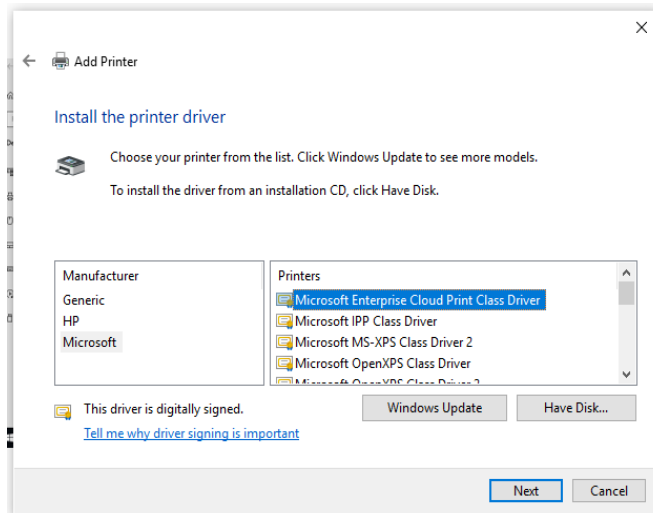
Next Cancel

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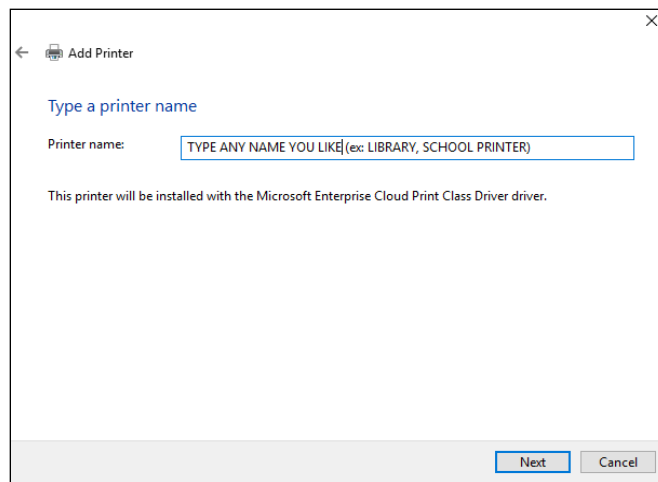
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Find and select “Microsoft PCL6 Class Driver.”



7. Choose and enter any name for the printer.

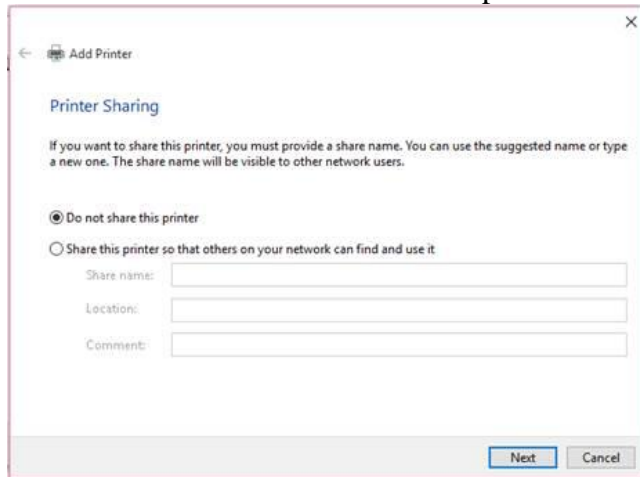


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8. Hit next and click "Do not share this printer."



9. "Print a Test Page" to confirm it is configured correctly. Then finish.

*Make sure you're connected to the Wi-Fi if the 1st print test doesn't work.

