How to Connect to a Non Papercut Printer
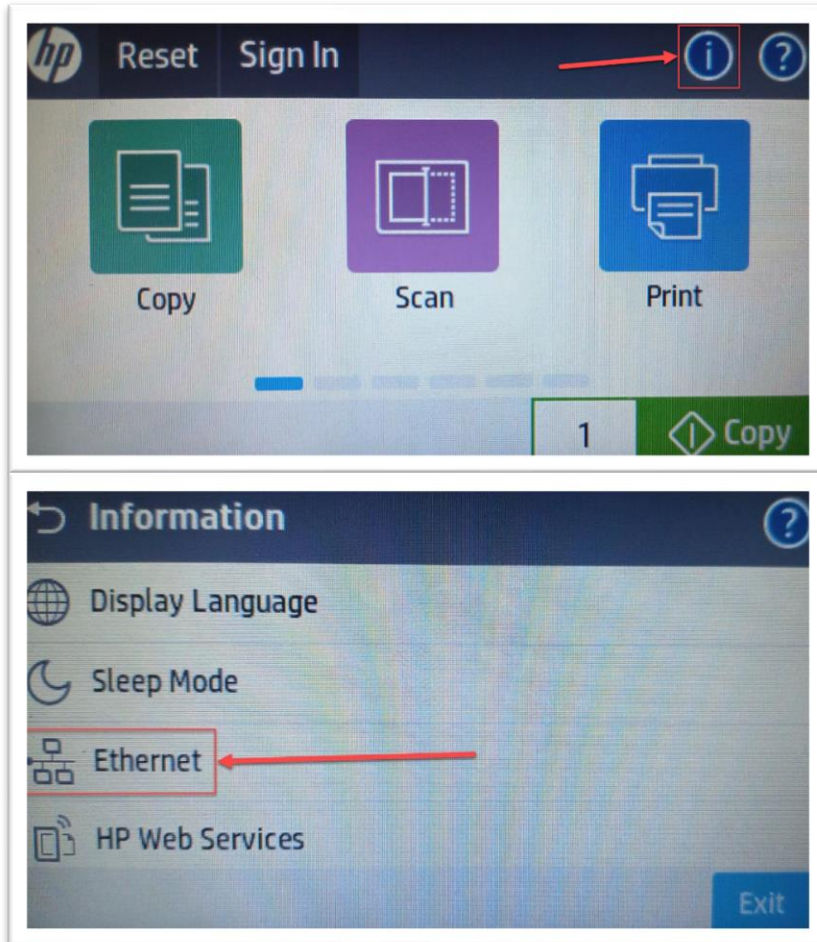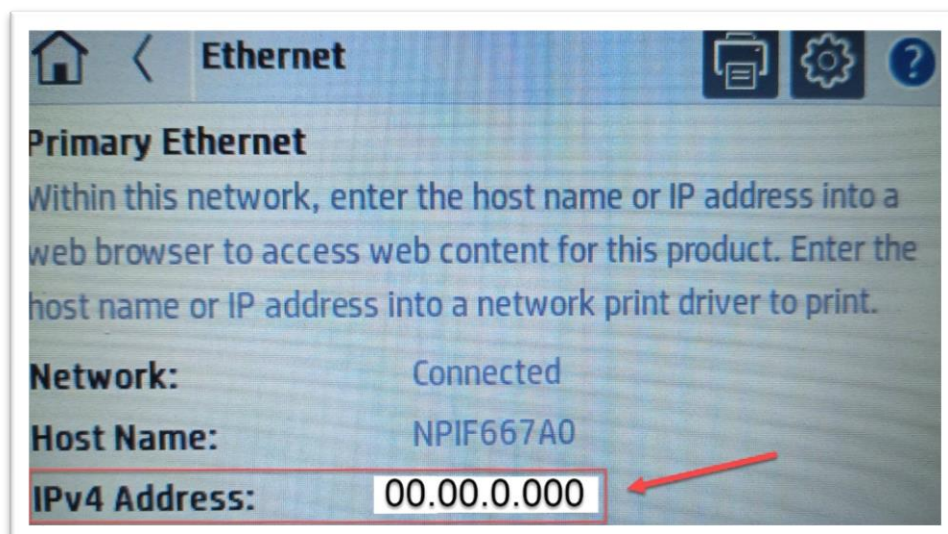
1. Gather the **IP Address** off the Printer:
   1.1.   At the printer Select "**i**" then **Ethernet**
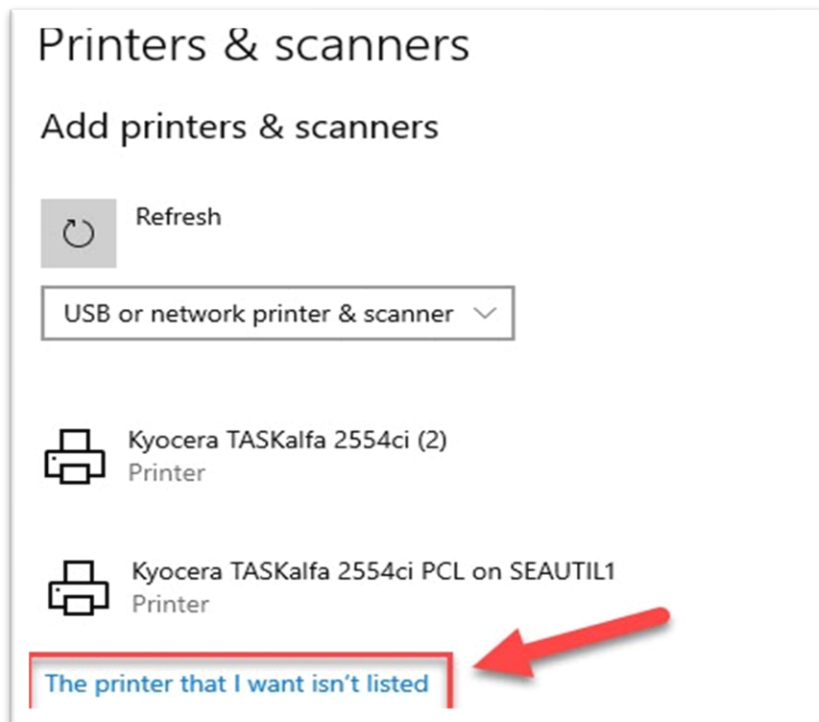

   1.2.   Record the **IPv4 Address**.
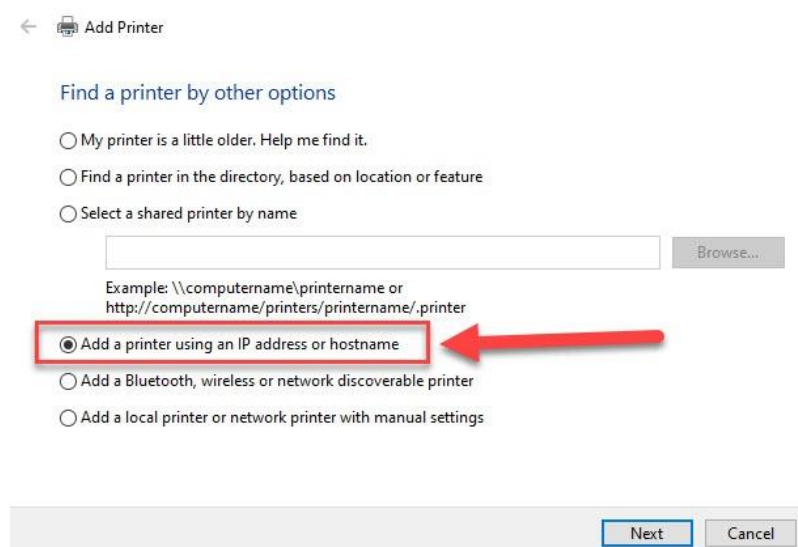   **Example** 00.00.0.000 in this case.

2. Adding the Printer at your Computer/Laptop:
    2.1.   **Window Key** and search then select "**Printers and Scanners**".
    2.2.   Select "**Add a printer or scanner**"
    2.3.   After it finishes searching scroll to the bottom of the options select "**The printer that I want isn't listed**"

    2.4.   Select "**Add a printer using an IP address or hostname**", **Next**.

2.5.   Change the **Device Type** to "**TCP/IP Device**"
   2.5.1.   Input the IPv4 Address you recorded into the
      "**Hostname or IP address**" field
   2.5.2.   Make sure "**Query the printer and automatically
      select the driver to use**" is ticked
2.6.   **Next**
   2.6.1.1.

2.7.   If Prompted about the driver version select "**Replace the
   current driver**", **Next.**
2.8.   Change the Name if you would like, **Next.**
2.9.   Select "**Do not share this printer**", **Next.**
2.10.   Print a test page or **Finish.**