## 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** 00.00.000 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**"

Printers & scanners						
Add printers & scanners						
ひ <sup>Refresh</sup>						
USB or network printer & scanner $$						
Kyocera TASKalfa 2554ci (2) Printer						
Kyocera TASKalfa 2554ci PCL on SEAUTIL1 Printer						
The printer that I want isn't listed						

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

Find a	printer by other options	
ОМур	rinter is a little older. Help me find it.	
⊖ Find	a printer in the directory, based on location or feature	
⊖ Sele	t a shared printer by name	
		Browse
E	xample: \\computername\printername or ttp://computername/printers/printername/.printer	
Add	a printer using an IP address or hostname	
⊖Add	a Bluetooth, wireless or network discoverable printer	

Next Cancel

- 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.

÷	🖶 Add Printer						
	Type a printer hostname or IP address						
	Device type:	TCP/IP Device		~			
	Hostname or IP address:	00.00.000					
	Port name:	00.00.000					
	Query the printer and automatically select the driver to use						
	Autodetect detects WSD and TCP/IP printers. To search for IPP printers, please select IPP from the drop down box						
				Next Can	cel		

- 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.**