Using the Printers

MIC has some printers available for student use around campus. Please refer to the instructions below in order to set up an MIC printer in your Windows computer/tablet.

Step 1: Download the appropriated driver for the printer

You can download the driver from the IT Support section on the MIC Intranet or download it from the Internet. If you download it from the Internet, please make sure you download it from the maker's website (https://www.fujixerox.co.jp/download/docuprint/p350d/).
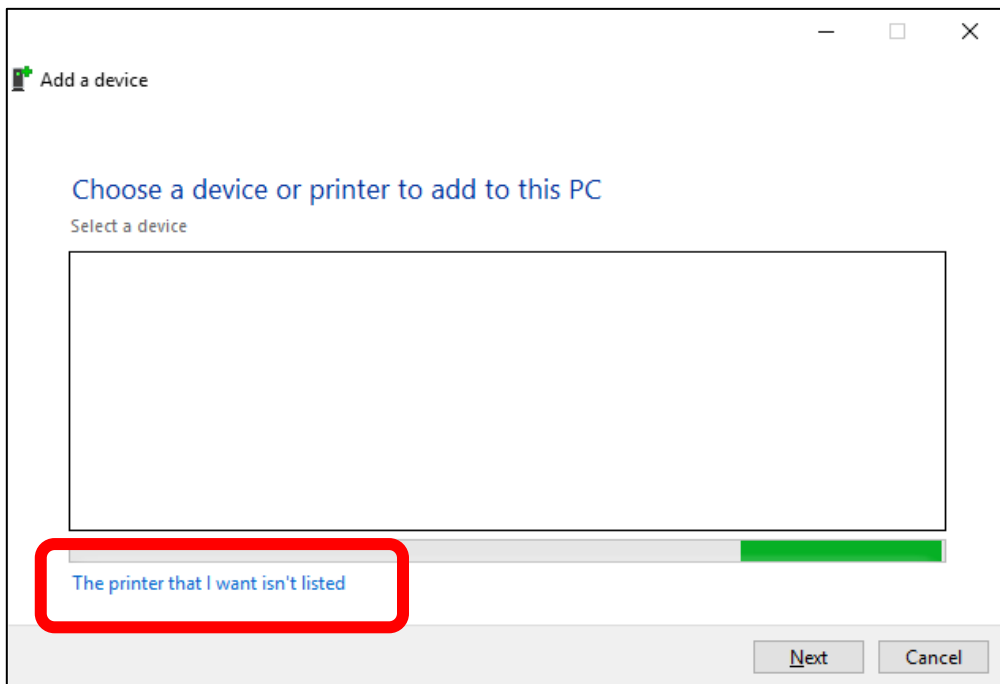
fxdpp350pcl6131110w2k3fen_32.exe	N/A	🪟	Docuprint 350d Printer driver (32 bit)	📥
fxdpp350pcl6131110wxp6fen.exe	N/A	🪟	Docuprint 350d Printer driver (64 bit)	📥

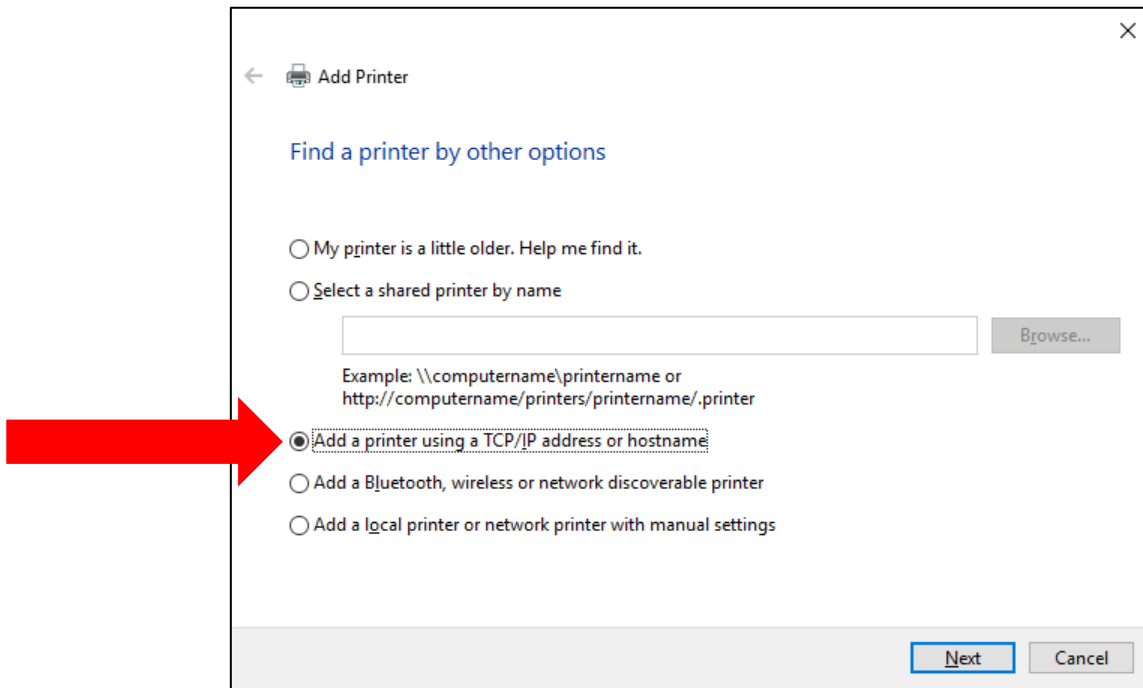**Very important:** Save the file and "uncompressing" it. You will use its contents in Step 3.

Step 2: Add the printer to your computer/tablet

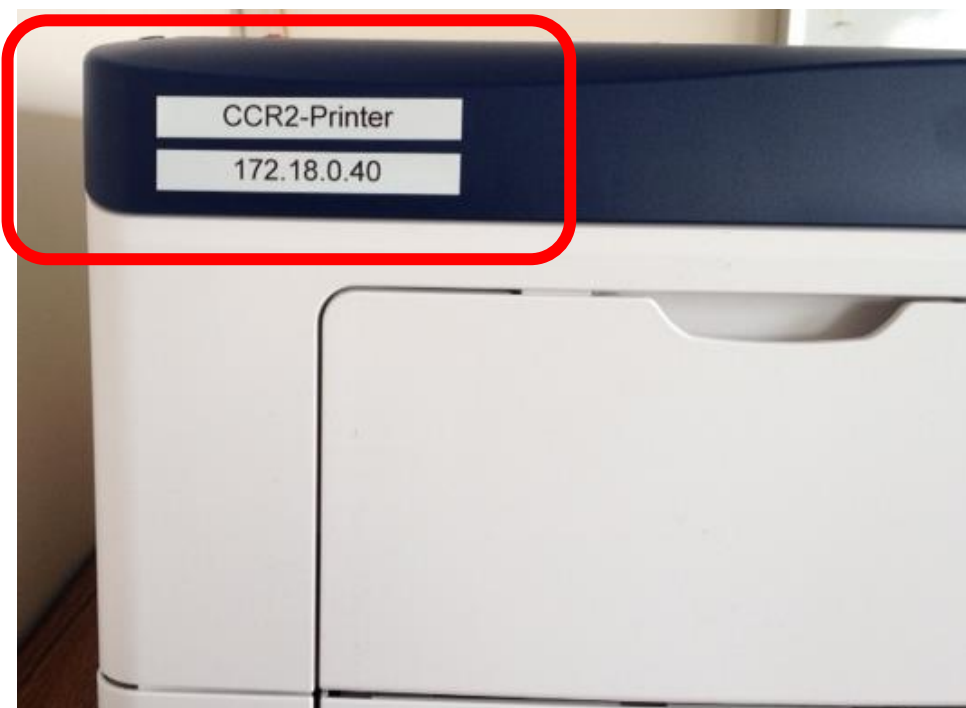Go to "Devices and Printers" and click the "Add a printer" button.

Windows will start looking for a printer automatically. Please ignore any printers found in this step. You should click the link "The printer that I want isn't listed".

There are many ways to add a printer to your computer/tablet. You should select "Add a printer using a TCP/IP address or hostname" and click "Next".
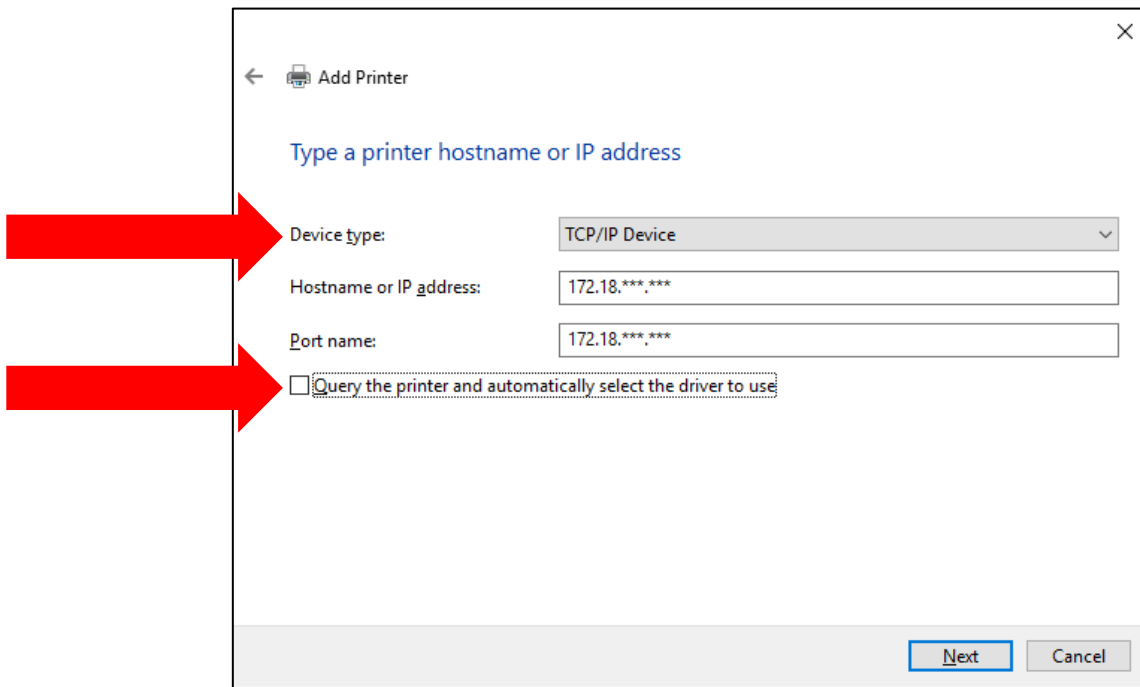

In the next screen, you will have to enter the printer's address. All MIC printers have their address written down on a sticker in front of them.
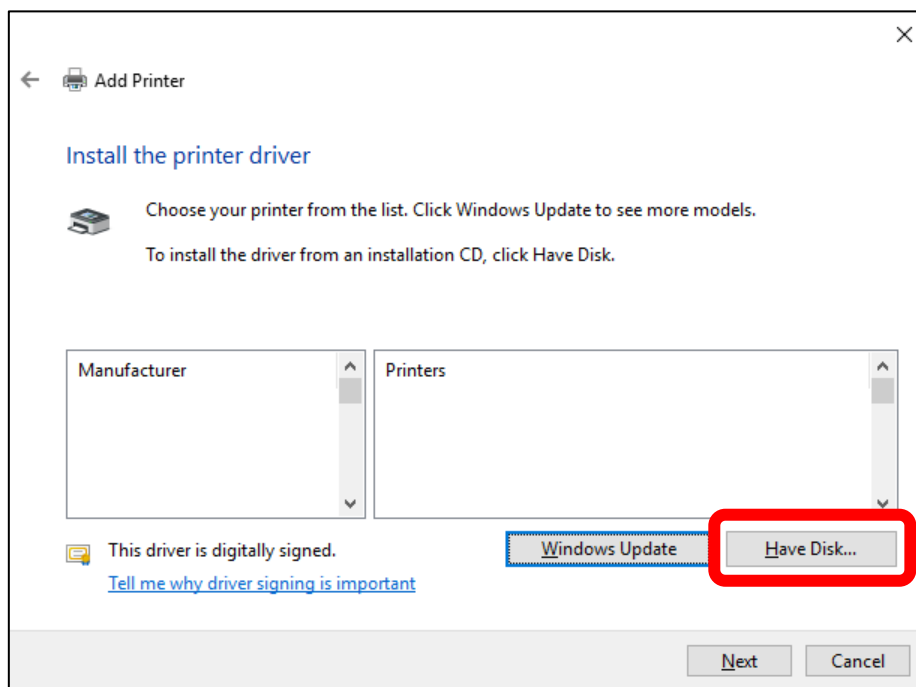

Please note that the above picture is an example. Every printer has different addresses so, make sure you add the right printer by double checking the printer's address.

In the next screen, make sure you select "TCP/IP Device" and **uncheck** the last option.
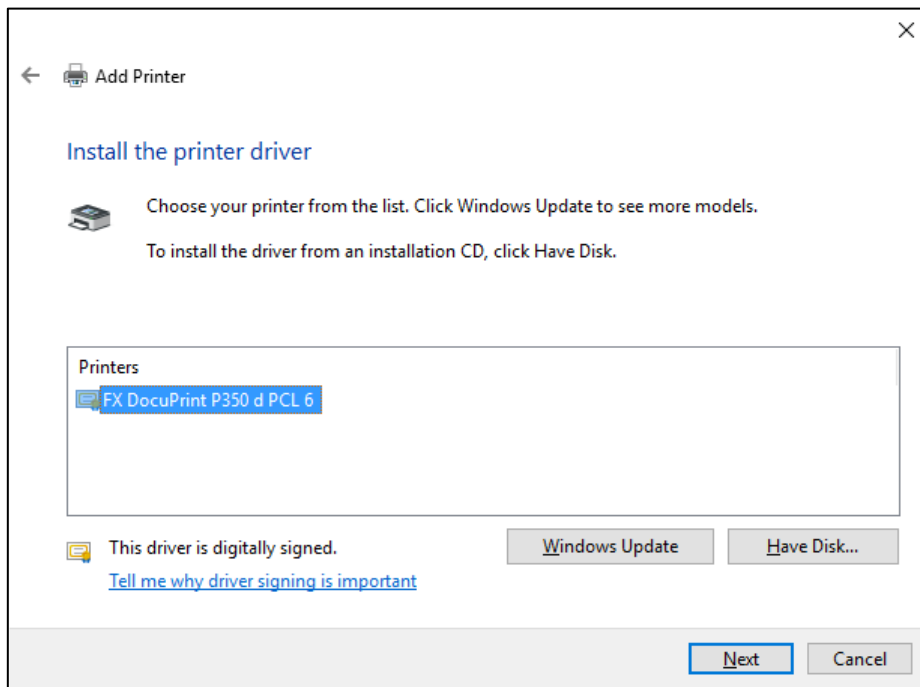

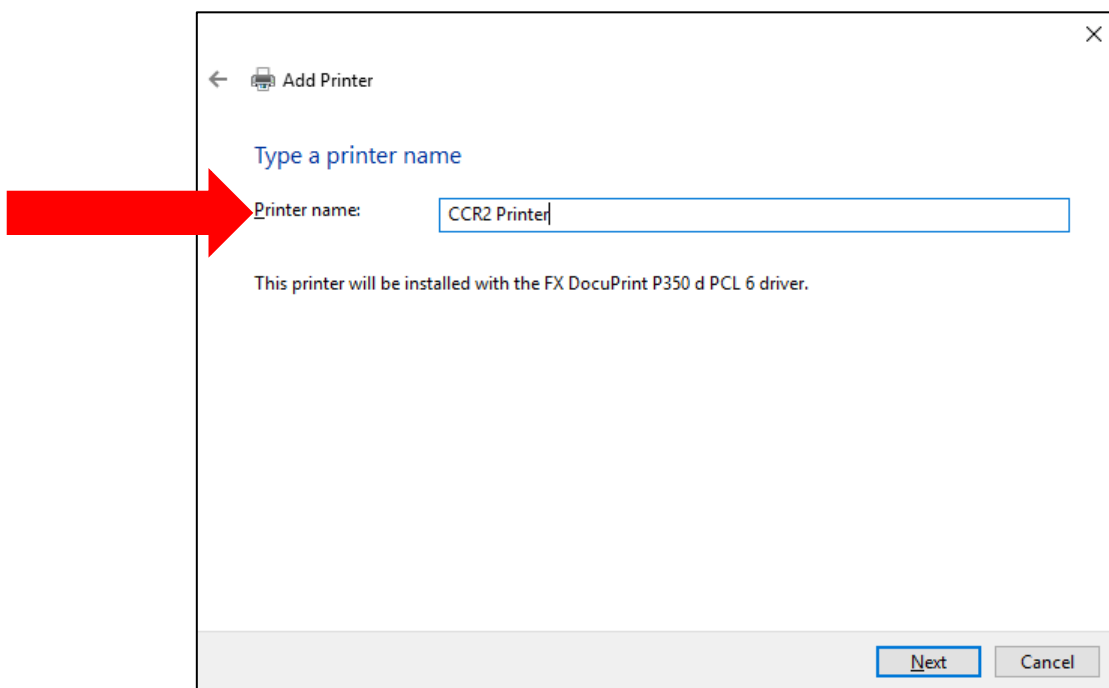## Step 3: Select the appropriated driver for your printer

Windows willl ask for the driver files (the ones you downloaded in Step 1, remember?). Click the "Have disk" button and navigate to the location where you uncompressed the files.

Once you select the correct file, the printer name will be displayed.

Make sure to choose a good name for your printer so you always know which printer you are using.

Very important: If you have the option, do not make it your default printer.