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/).



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.

			>	<
←	🖶 Add Printer			
	Type a printer hostname o	or IP address		
	Device <u>t</u> ype:	TCP/IP Device	~	
	Hostname or IP <u>a</u> ddress:	172.18.***.***		
	<u>P</u> ort name:	172.18.***.***		
	Query the printer and automat	ically select the driver to use		
				_
			<u>N</u> ext Cancel	

Step 3: Select the appropriated driver for your printer

Windows will 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.

			×		
←	🖶 Add	l Printer			
	Install	I 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.			
	Manuf	facturer Printers	^		
		~	~		
	📄 Th	nis driver is digitally signed. <u>W</u> indows Update	<u>H</u> ave Disk		
	Tel	II me why driver signing is important			
		Next	Cancel		

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

÷	🖶 Add	Printer		×
	Install	the printer driver Choose your printer from the list. Click Wind To install the driver from an installation CD, o	ows Update to see more mo lick Have Disk.	dels.
	Printer	s DocuPrint P350 d PCL 6		
	C Th	is driver is digitally signed. Il me why driver signing is important	<u>W</u> indows Update	<u>H</u> ave Disk
				Next Cancel

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

			\times
🔶 🖶 Add Printer			
Type a printer nar	ne		
<u>P</u> rinter name:	CCR2 Printer		
This printer will be inst	alled with the FX DocuPrint P350 d PCL 6 driver.		
		<u>N</u> ext Cance	I

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