## How to add network printers using Print Share?

## Adding network printer using Windows Print Share

This method is suitable for Office Windows machines that has joint "ust.hk" domain. The following illustration is based on a Windows 7 installation. For other Windows versions, the installation procedure is almost the same.

1. Open "Devices and Printers" under "Control Panel".



2. Select "Add a printer".

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	Control Panel  All Co	ontrol Panel Items 🔸	Devices and Printers	• • • • • • • • • • • • • • • • • • •	Search Devices ar	nd Printers	Q
Add a device	Add a printer					•	0
Devices (5)							
		Ĩ					
CCE0674	Dell USB Entry Keyboard	Lenovo Optical USB Mouse	M4-CT064M4SSD 2 ATA Device	Philips 221S			
Printers and	Faxes (4)						
CCC1 on ustms15	CCST 12 on ustms15	Fax	Microsoft XPS Document Writer				
	) items						

3. Select "Add a network, wireless or Bluetooth printer".



4. <u>Select "The printer I want isn't listed".</u>

Printer Name	Address	
		<u>S</u> earch again

5. Under "Select a shared printer by name", enter the network path and next.

Netowork path can be found here

## eg, \\USTPRINT\CCL1

🚱 🖶 Add Printer	
Find a printer by name or TCP/IP address    Browse for a printer   Select a shared printer by name  \\ustprint\ccl1  Example: \\computername\printername or http://computername/printers/printername/.printer  Add a printer using a TCP/IP address or hostname	B <u>r</u> owse
	Next Cancel

6. Windows will connect and download the printer driver for you.

🧼 🖶 Add Printer		
You've success	fully added ccl1 on ustprint.ust.hk	
Printer name:	ccl1 on ustprint.ust.hk	
This printer has bee	n installed with the Kyocera FS-6970DN KX driver.	
	Ne	ext Cancel

## 7. Next and Finish

🥪 🖶 Add Printer	
You've successfully added ccl1 on ustprint.ust.hk	
Set as the <u>default printer</u>	
To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.	
Finish Cancel	