

## ADDING A PRINTER IN WINDOWS - QUICK GUIDE

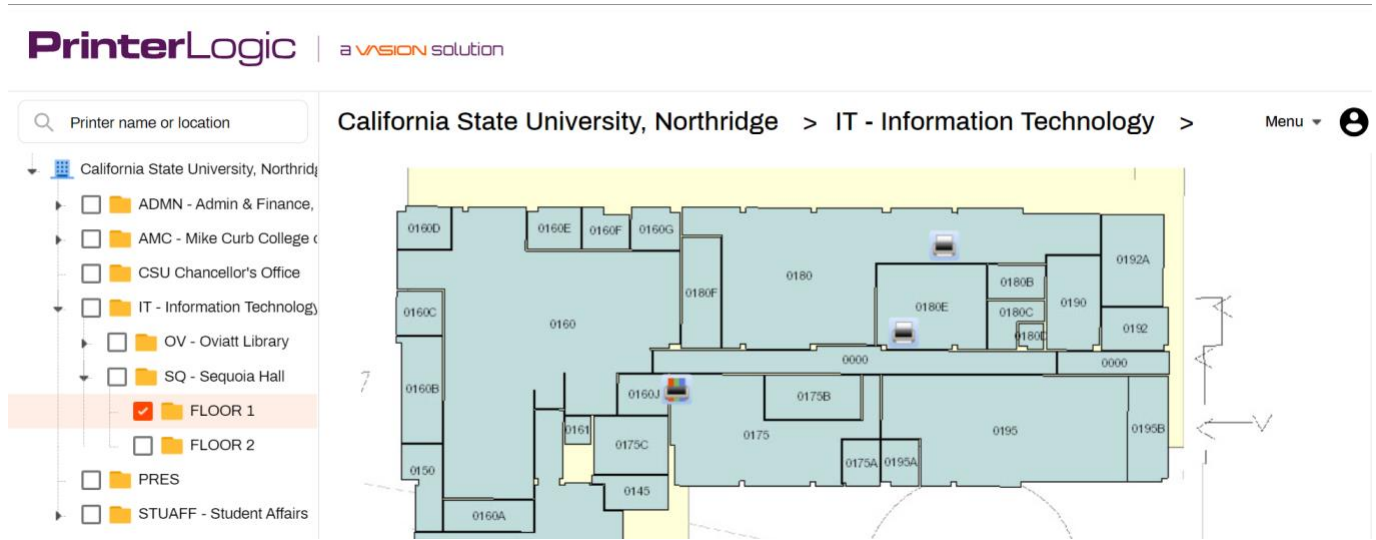
### INTRODUCTION

This guide includes step-by-step instructions for adding a new printer, managing printers, and adding a print code if your department or area requires one.

### ADDING A NEW PRINTER

Printers are added through the Printer Installer, which is a web-based print handling solution. To begin the process:

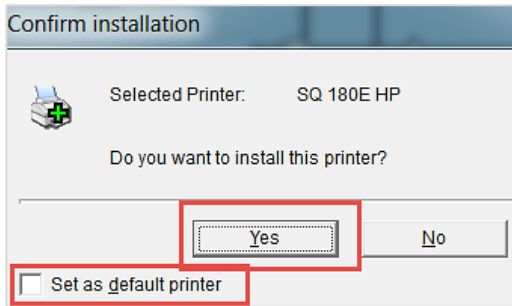
1. Visit [csun.printercloud.com/](http://csun.printercloud.com/).
2. CSUN's Printer Installer window opens as a map and displays printers based on building/area. Your view will reflect the areas/buildings you have been approved to access.



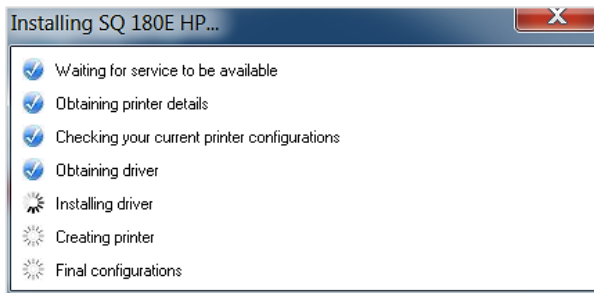
3. From the left navigation pane, drill down to the location of the printer you want to add.
4. Mouse over the printer you want to install and select the **Install Printer** button.



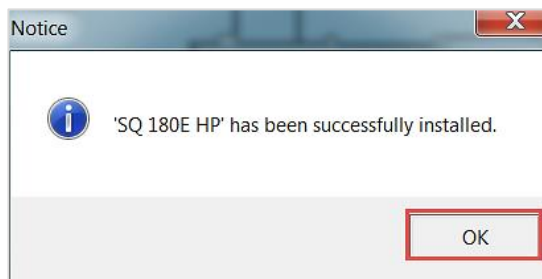
5. In the **Confirm installation** window, select the **Set as default printer** checkbox if you want to set it as the default, and then select the **Yes** button.



6. The installing progress window displays.



7. When the installation is complete, the **Notice** window displays confirming the installation. Select the **OK** button.



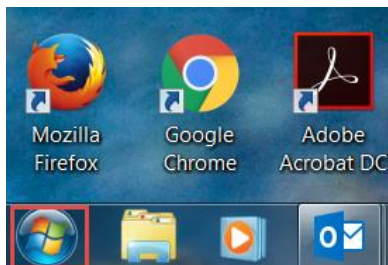
**Note:** If you do not see the printer under **Devices and Printers**, right-click in the **Devices and Printers** window to refresh configurations or view the next section to manage printers from the **Printer Installer**.

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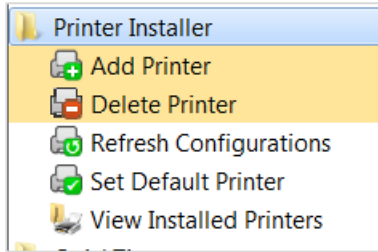
## ***Managing Printers Using the Printer Installer***

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1. In Windows, select the **Start** button.



2. Select **All Programs**.
3. Locate and select the **Printer Installer** folder to view the available options.



4. Use these menu options to manage printers from the **Printer Installer** (add, delete, refresh, set default, view). For example, if you have added a printer and it is not showing, use the **Refresh Configurations** option to refresh the window. If you need to set a default printer, you may also do it from here.

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### ***Adding a Print Code and Setting the Default Printer***

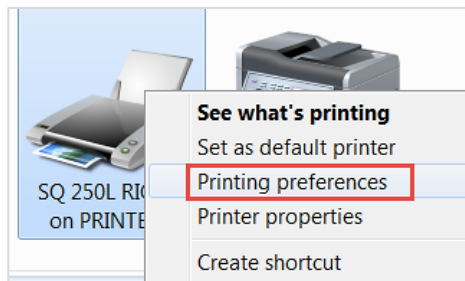
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These instructions apply to users who are required to use print codes. If you do not know your print code, contact your immediate supervisor.

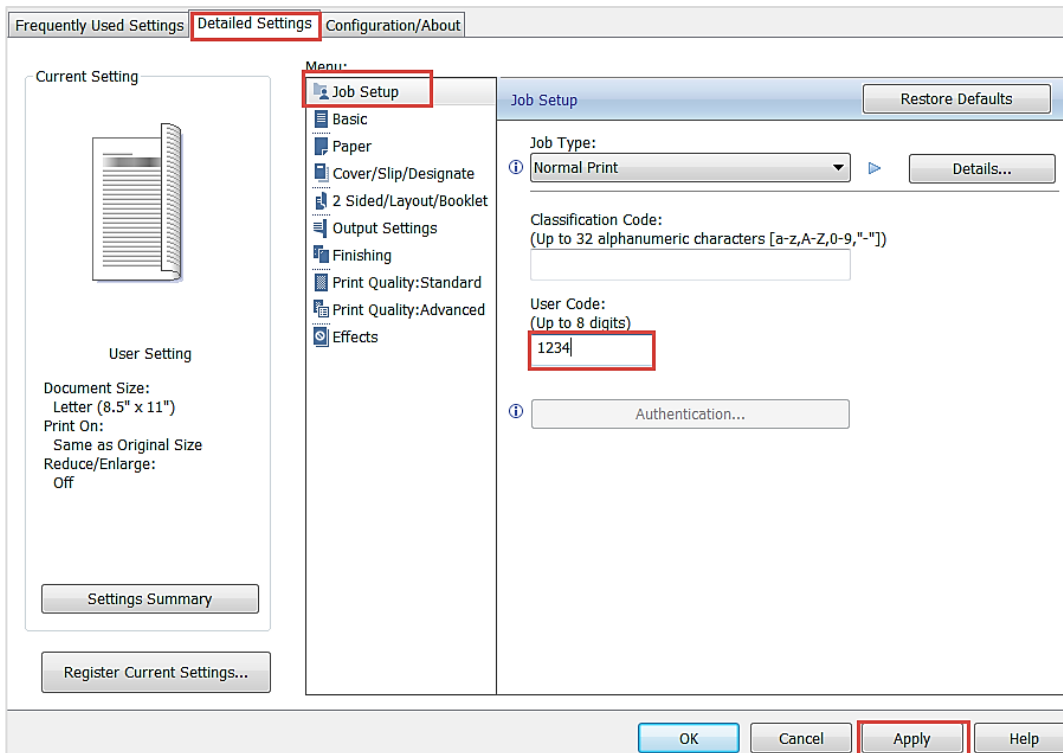
#### **Ricoh Printer**

To add a print code and set a Ricoh printer as your default printer:

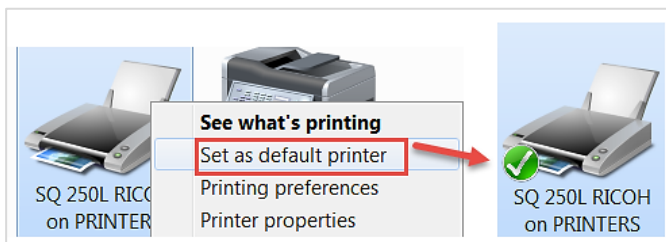
1. Select the **Windows Start** button.
2. Select **Devices and Printers**.
3. Find the Ricoh printer you want to set as the default, **right-click** on it, and then select **Printing Preferences**.



4. In the next window, select the **Detailed Settings** tab > **Job Setup**, enter the printer code into the **User Code** field, select the **Apply** button, and then select the **OK** button.



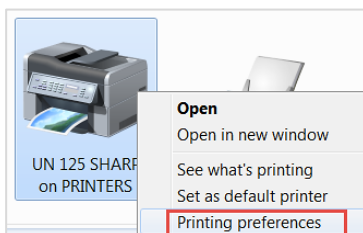
- To set the printer as the default, in the printer window, **right-click** on the printer, and then select **Set as default printer**. If successful, the printer is displayed with a green checkmark next to it. Your default printer has been set.



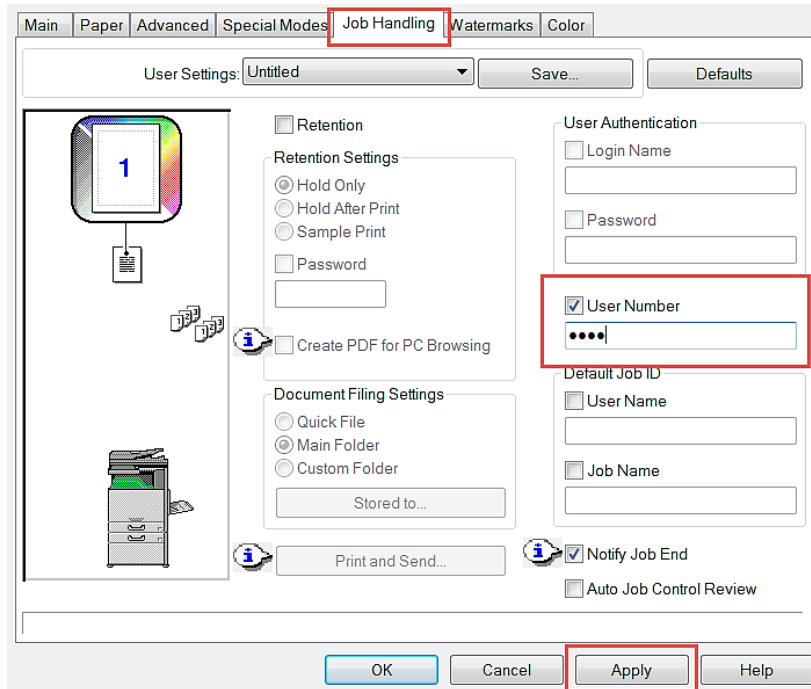
## Sharp Printer

To add a print code and set a Sharp printer as your default printer:

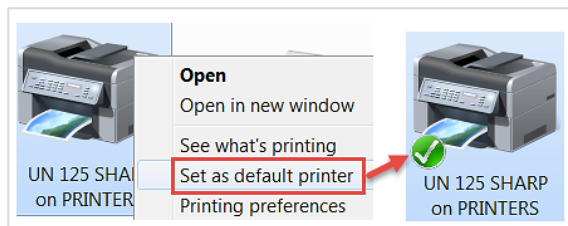
- Select the **Windows Start** button.
- Select **Devices and Printers**.
- Find the Sharp printer you want to set as the default, **right-click** on it, and then select **Printing Preferences**.



4. Select the **Job Handling** tab, check the **User Number** checkbox, enter your print code in the **User Number** field, select the **Apply** button, and then select the **OK** button.



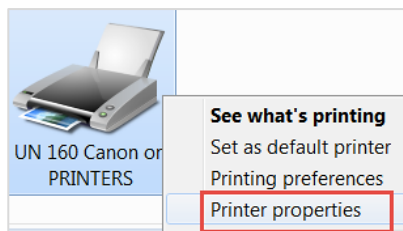
5. To set the printer as the default, in the printer window, **right-click** on the printer, and then select **Set as default printer**. If successful, the printer is displayed with a green checkmark next to it. Your default printer has been set.



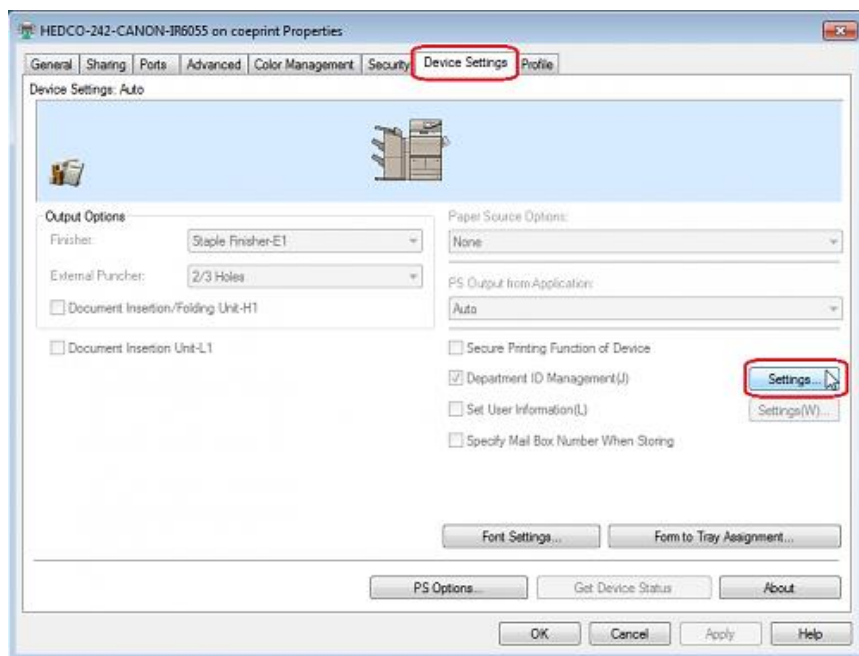
## Canon Printer

To add a print code and set a Canon printer as your default printer:

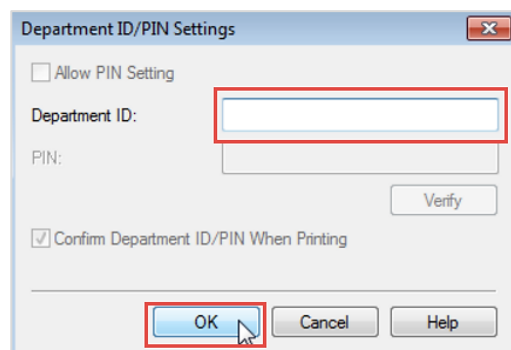
1. Select the **Windows Start** button.
2. Select **Devices and Printers**.
3. Find the Canon printer you want to set as the default, **right-click** on it, and then select **Printing Properties**.



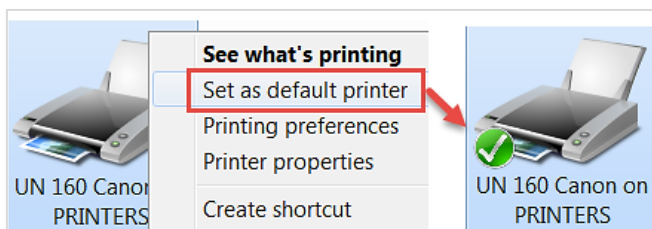
4. Select the **Device Settings** tab, and then select the **Settings...** button.



5. In the **Department ID/PIN Setting** window enter in your departmental or personal print code into the **Department ID** field, and then select the **OK** button.



6. To set the printer as your default, in the printer window, **right-click** on the printer, and then select **Set as default printer**. If successful, the printer is displayed with a green checkmark next to it. Your default printer has been set.



## NEED HELP?

Contact the IT Help Center by phone (818-677-1400), online (<https://csun.topdesk.net/>) or in person in (University Library, First Floor, Learning Commons).