# ADDING A PRINTER IN WINDOWS 10 - 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

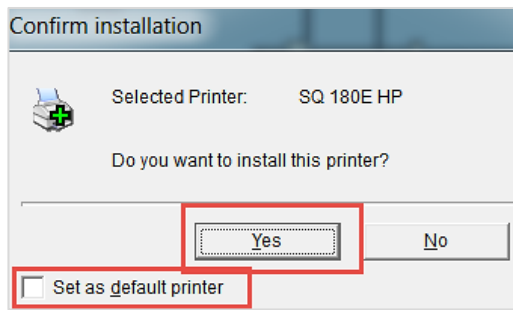Printers are added through the Printer Installer, which is a web-based print handling solution. To begin the process:

1. Visit csun.printercloud.com/.
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.
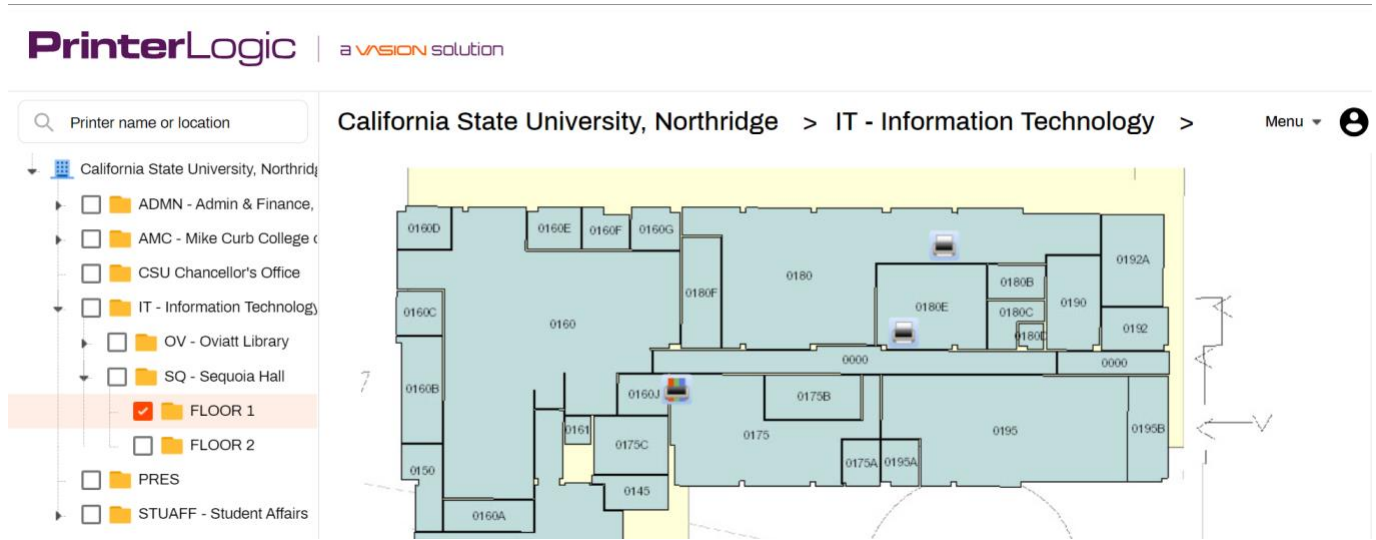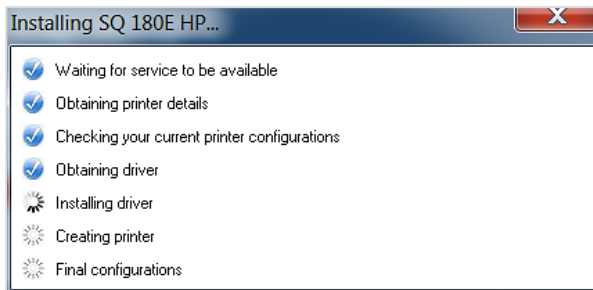

3. From the left navigation pane, drill down to the location of the printer you want to add.
4. Mouse over the printer you want to install and select the **Install Printer** button.
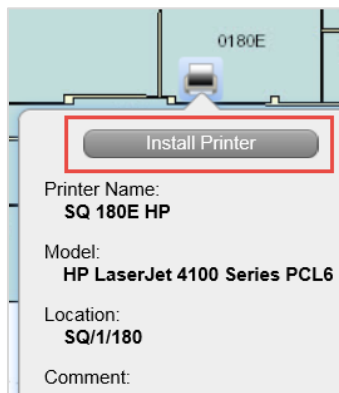
5. In the **Confirm installation** window, select the **Set as default printer** checkbox if you want to set it as the default, and then select the **Yes** button.

Confirm installation

Selected Printer: SQ 180E HP

Do you want to install this printer?

Yes   No

☐ Set as default printer

6. The installing progress window displays.

Installing SQ 180E HP...   X

✔ Waiting for service to be available
✔ Obtaining printer details
✔ Checking your current printer configurations
✔ Obtaining driver
🔄 Installing driver
🔄 Creating printer
🔄 Final configurations

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

Notice   X

ⓘ 'SQ 180E HP' has been successfully installed.

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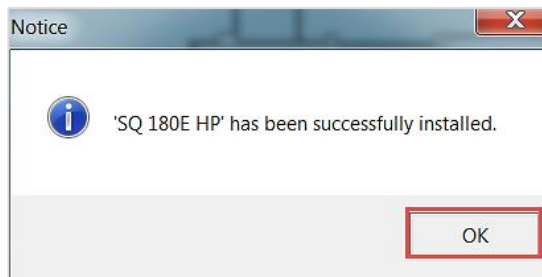
Note: If you do not see the printer under **Devices and Printers**, right-click in the **Devices and Printers** window to refresh configurations or view the next section to manage printers from the **Printer Installer**.
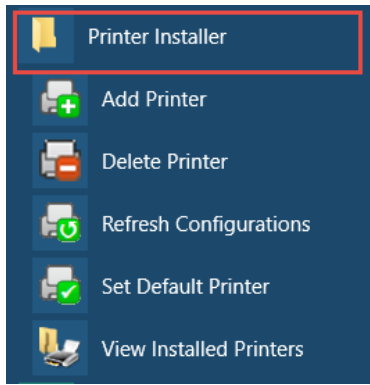
Managing Printers Using the Printer Installer

1. In Windows 10, select the **Start** button located on the bottom, on the left.

⊞ ◯ Type here to search
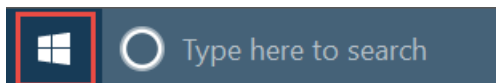
2. Scroll to, and select **Printer Installer**.
3. The available options display.

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.

Adding a Print Code and Setting the Default Printer

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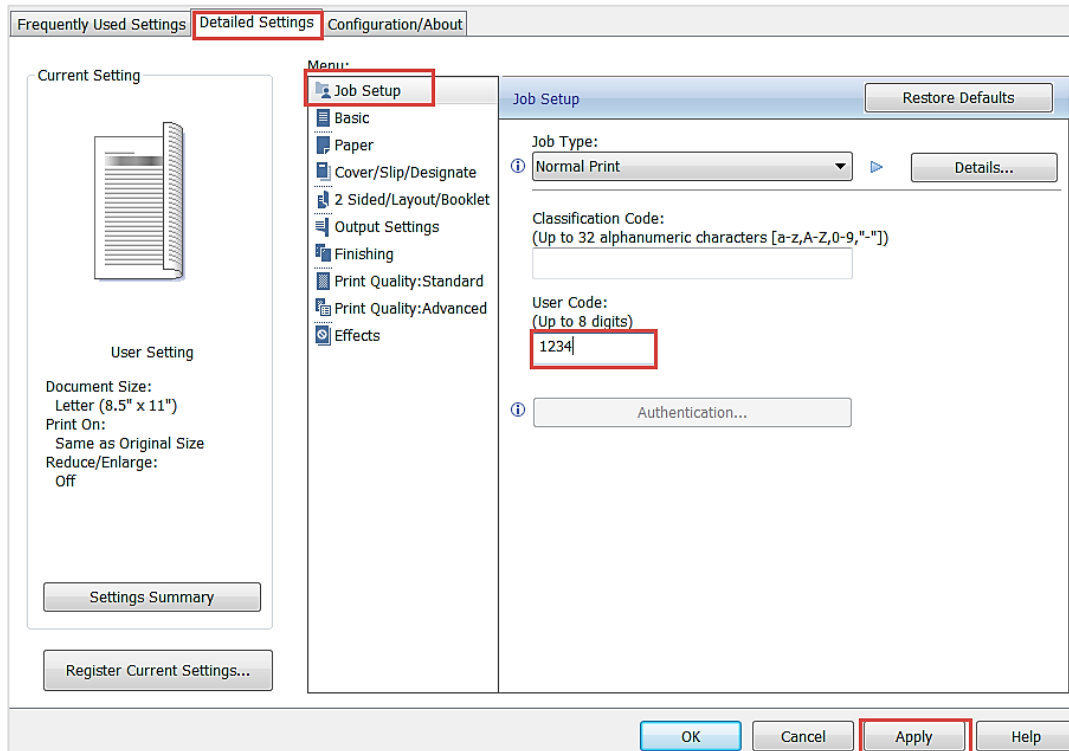
Ricoh Printer

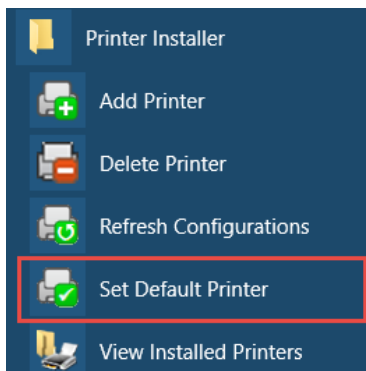To add a print code and set a Ricoh printer as your default printer:

1. In the Windows search box, search for and select **Control Panel**.
2. Select **Devices and Printers**.
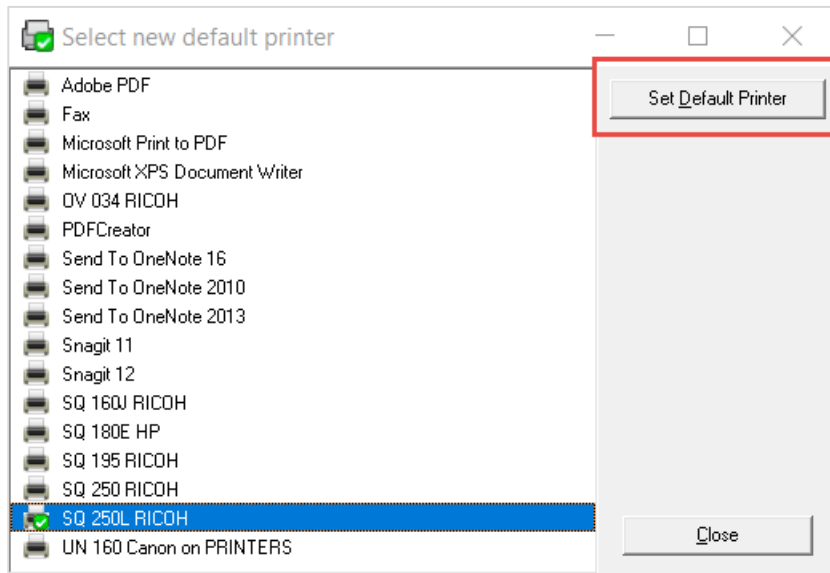3. Right-click on the printer, and then select **Printing preferences**.

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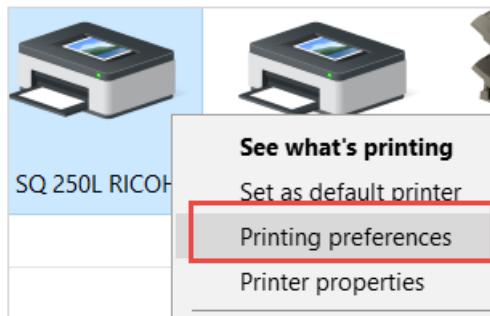
4. In the next window, select the **Detailed Settings** tab > **Job Setup**, enter the printer code into the **User Code** field, select the **Apply** button, and then select the **OK** button.

5. To set the printer as the default, select the **Windows Start** button.
6. Scroll to, and select **Printer Installer**.
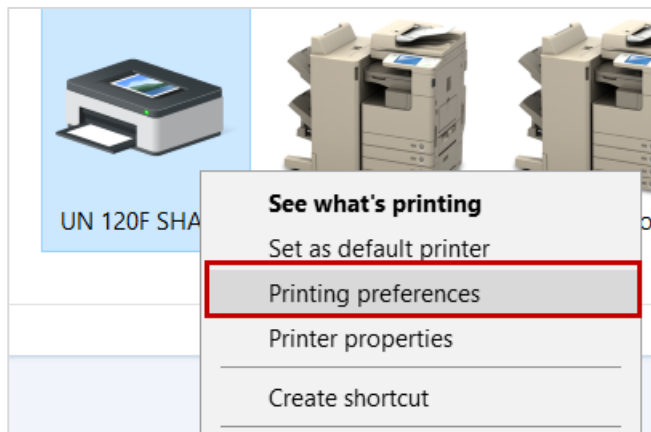7. Select **Set Default Printer**.

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8. Select a printer from the list, and then select the **Set Default Printer** button.
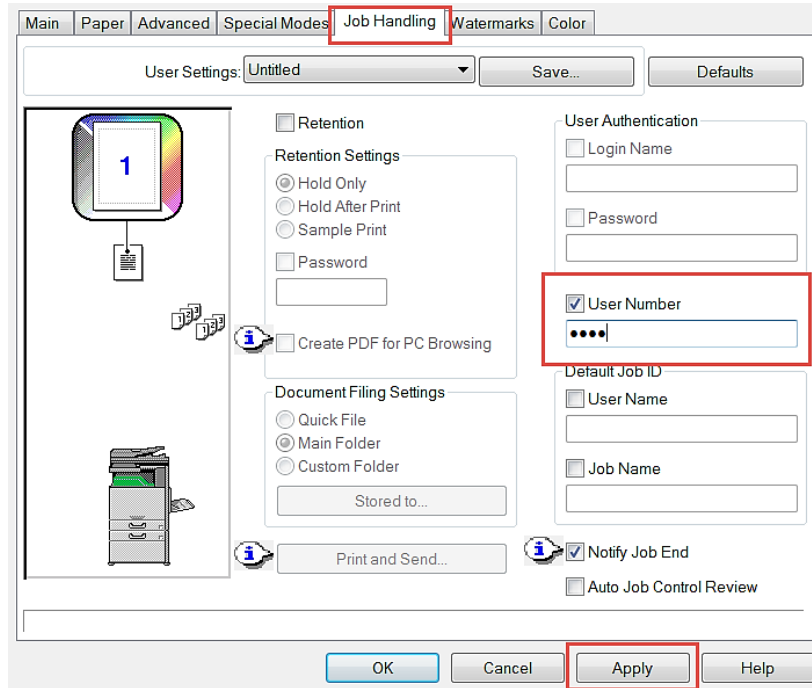

Sharp Printer

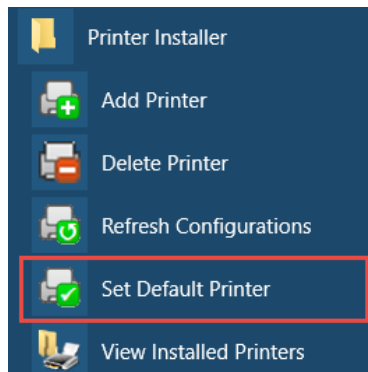To add a print code and set a Sharp printer as your default printer:

4. In the Windows search box, search for and select **Control Panel**.
5. Select **Devices and Printers**.
6. Right-click on the printer, and then select **Printing preferences**.

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7. 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.

8. To set the printer as the default, select the **Windows Start** ⊞ button.
9. Scroll to, and select **Printer Installer**.
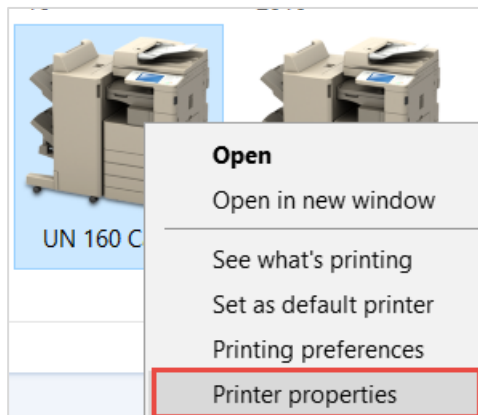10. Select **Set Default Printer**.

11. Select a printer from the list, and then select the **Set Default Printer** button.
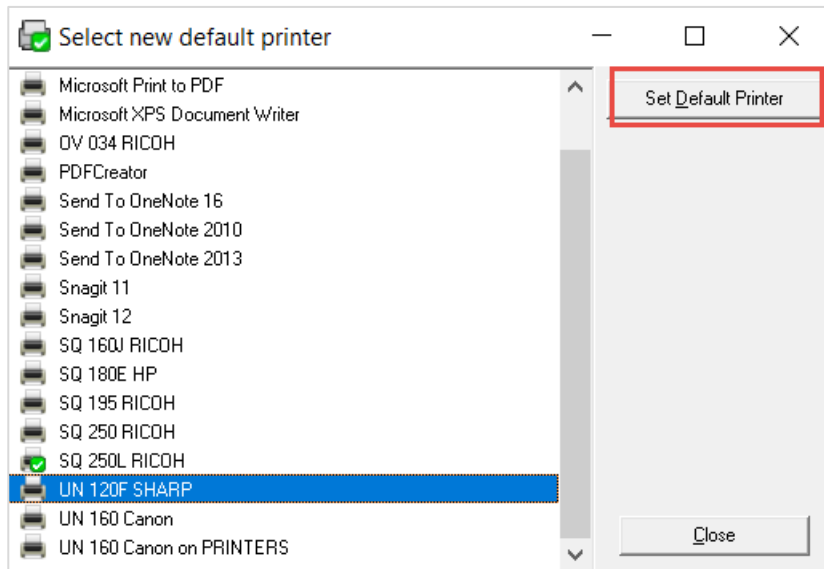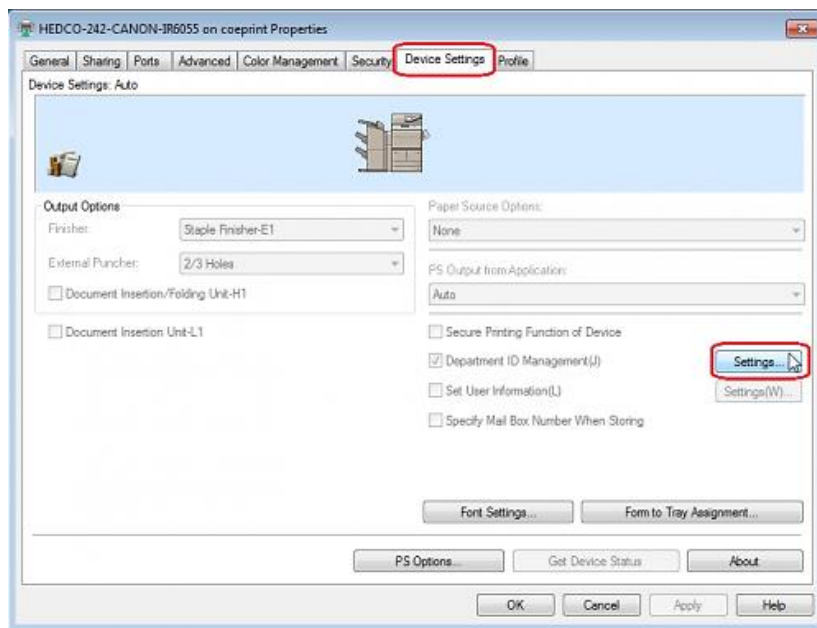

Canon Printer

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

1. In the Windows search box, search for and select **Control Panel**.
2. Select **Devices and Printers**.
3. Right-click on the printer, and then select **Printer 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.
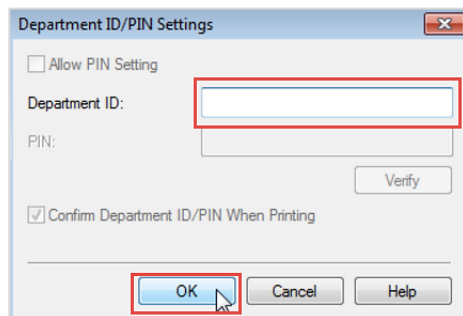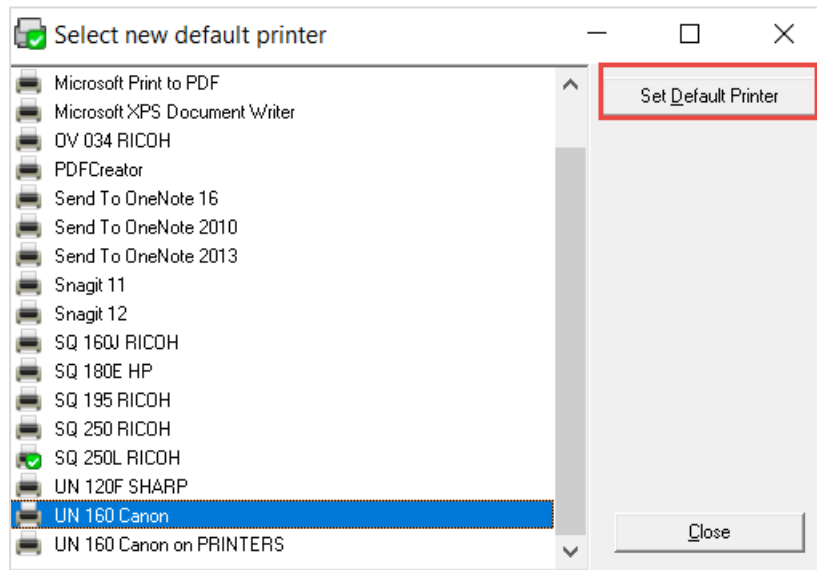

6. To set the printer as the default, select the **Windows Start** button.
7. Scroll to, and select **Printer Installer**.
8. Select **Set Default Printer**.
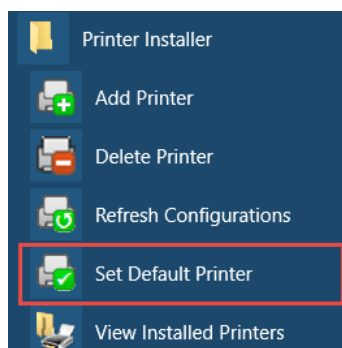
9. Select a printer from the list, and then select the **Set Default Printer** button.

NEED HELP?

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

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