
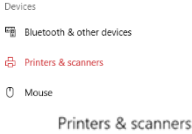



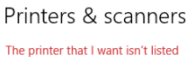
Adding PSFC printers to Windows 10 computers

1. Go to: <https://www1.psfc.mit.edu/account/printers.php> for a list of PSFC printers
 - a. Find the printer(s) you want to install and note their names
2. In Windows, click the Start button and then the gear labeled Settings

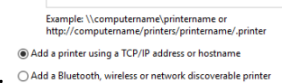
3. Select the icon labeled Devices 

4. Select Printers & Scanners 

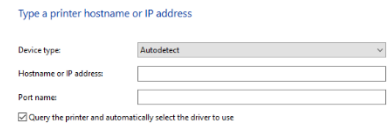
5. Select Add a printer or scanner 

6. After the computer finishes searching for printers, select the option, “The printer that I want isn’t listed.” 

7. In the dialog box that opens, select Add a printer using a TCP/IP address or hostname.
 - a. Click Next



8. Under Hostname or IP address, enter the name of the printer you want to add.
 - a. If your computer is not a member of the PSFC Domain, enter psfc.mit.edu after the printer name. (ex. pr-21-121.psfc.mit.edu)
 - b. Click Next
9. If your operating system has the correct drivers for the printer, the printer will be automatically set up for you.
10. Click Next. Under Printer Sharing, make sure that the button labeled Do not share printer is selected.
 - a. Click Next. If you want this to be your default printer. Select the button labeled “Set as the default printer.”
 - b. Click Finish. If you want to add another printer, repeat the process.



Note: If your computer is unable to detect and load the drivers for your printer, we have drivers on our network for most printers. When you get the dialog box labeled Install the printer driver, select Have Disk. Browse to [\\psfchome.psfc.mit.edu\Software\Printers](https://psfchome.psfc.mit.edu/Software/Printers) to locate the appropriate printer drivers.

If you need additional help, email help@psfc.mit.edu.