

Printing on Windows

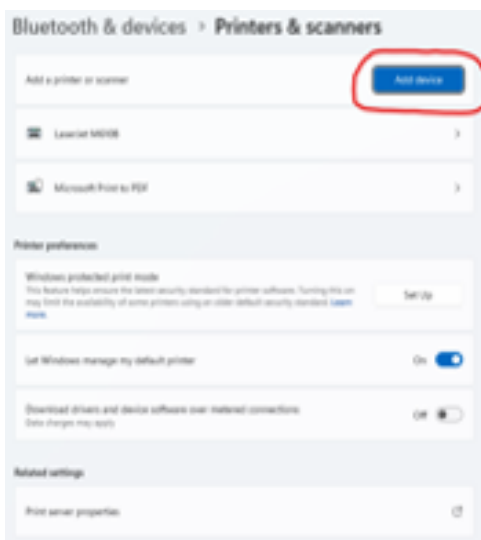
IMPORTANT NOTE FOR Printing:

ICERM uses North American Paper sizes for printing. Before sending a print job to a printer, please ensure that Letter (8.5x11) is selected. (A3 paper sizes will not work and cause the job to fail.)

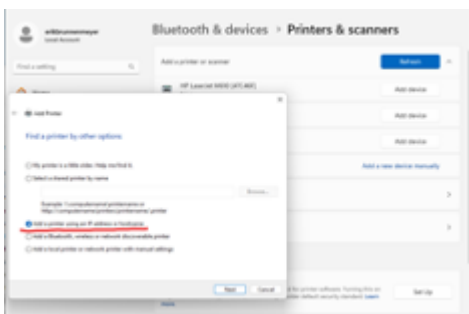
Before setting up your printers, please review the overview of [Printing at ICERM](#). The following instructions assume you are connected to the Brown University network via [wireless](#) (Brown, Brown-Guest, or eduroam)

Windows 11 instructions:

- 1) Navigate to the SEARCH field (located center bottom of screen), Type "printers", and Press Enter
- 2) Click the "Add Device" button (This will cause a brief delay while your device searches for printers)

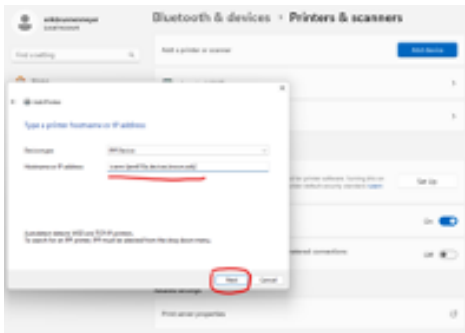


- 3) Click the link "Add a new device manually", when the next pane appears, click the option "Add a printer using an IP address or Hostname" and click Next



4) In the Hostname or IP address field, Enter in the following information for the 10th floor LaserJet A Printer:

icerm-ljem610a.devices.brown.edu and Press Enter, then click Finish



5) Repeat steps 2 thru 4 and also add the following printers:

10th floor LaserJet B Printer: icerm-ljem610b.devices.brown.edu

11th floor copier: icerm-im3500.devices.brown.edu

Windows 10 instructions:

Setup Instructions

1. Open **Settings** and choose **Devices**:



System

Display, sound, notifications, power



Devices

Bluetooth, printers, mouse



Apps

Uninstall, defaults, optional features

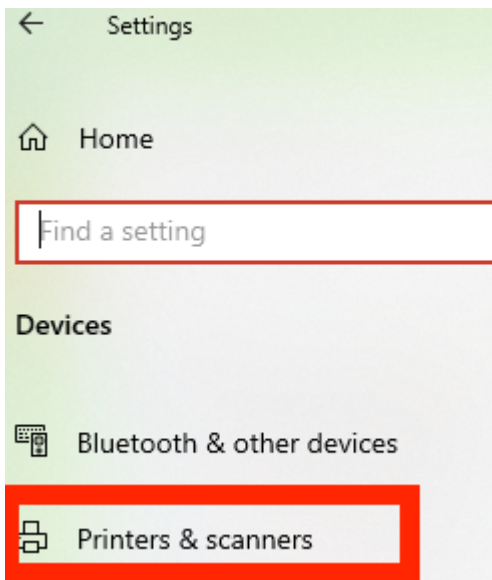


Accounts

Your accounts, email, sync, work, family



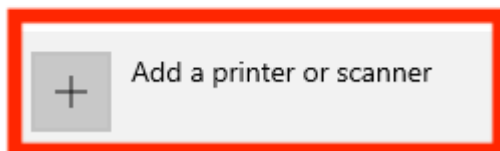
2. Choose **Printers & scanners**:



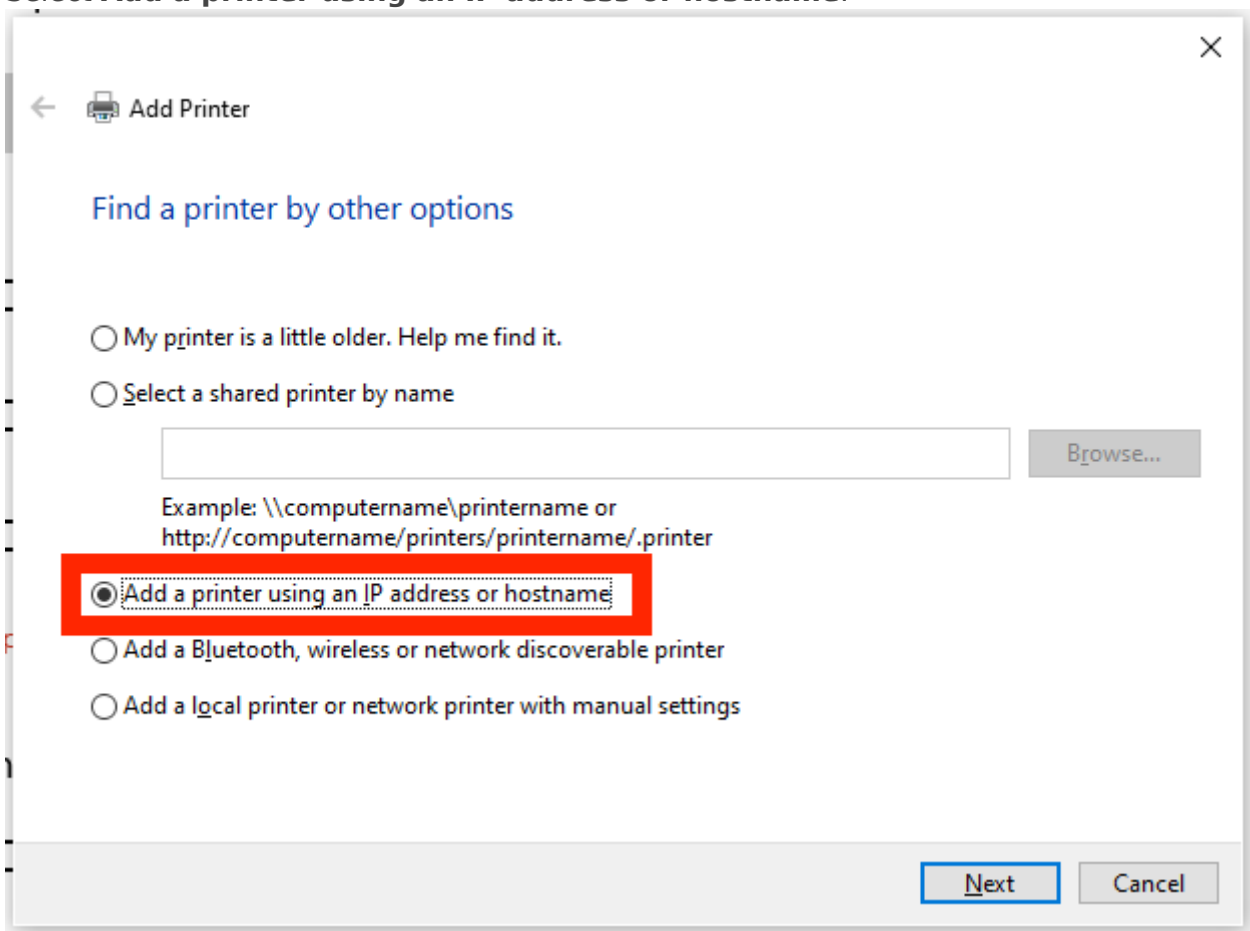
3. Choose **Add a printer or scanner**:

Printers & scanners

Add printers & scanners



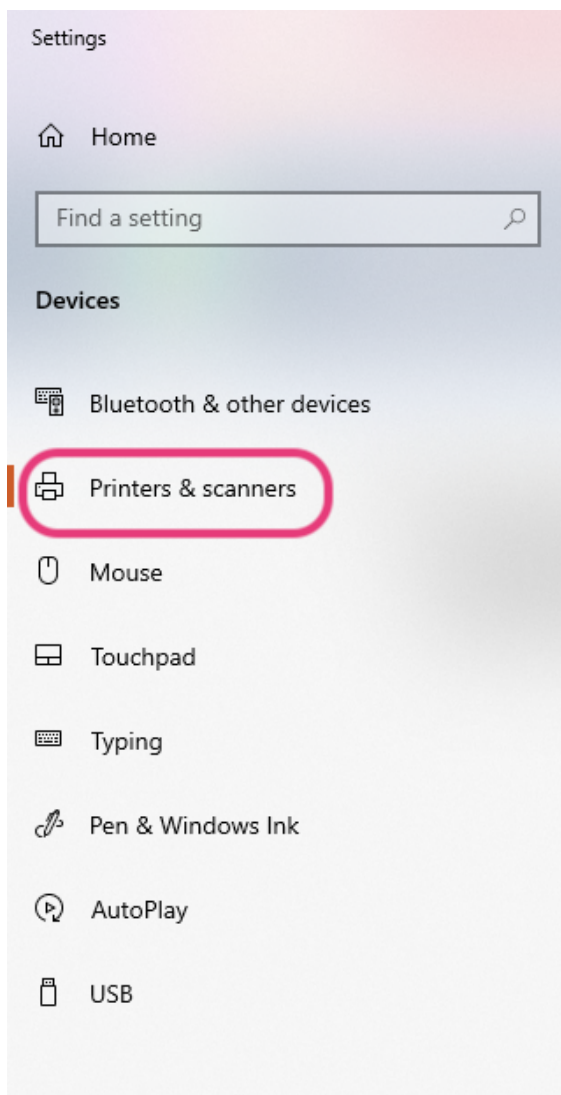
4. Choose **The printer that I want isn't listed**
5. Select **Add a printer using an IP address or hostname**:



6. On the next screen, enter:
 - Device Type: **Autodetect**
 - Hostname or IP address: Write in the hostname of the printer you are adding -
 - 11th Floor copier: **icerm-im3500.devices.brown.edu**
 - 10th Floor LaserJet A: **icerm-ljem610a.devices.brown.edu**
 - 10th Floor LaserJet B: **icerm-ljem610b.devices.brown.edu**
7. **(For the ICERM Copier only)**: Choose the **Microsoft PS Class Driver** and click **Next**
8. Enter a printer name and click **Next**. Recommended names are:
 - 11th Floor copier: **ICERM Copier**
 - 10th Floor LaserJet A: **HP LaserJet M610A**
 - 10th Floor LaserJet B: **HP LaserJet M610B**
9. Select **Do not share this printer**
10. Click **Next**
11. Click **Print a test page** to verify the new printer works
12. Click **Finish**

Enabling Duplexing (Two-Sided Printing)

1. Click **Start** -> **Settings** -> **Devices** -> **Printers & scanners** -> Click the printer you just added -> **Manage**



Printers & scanners

Add printers & scanners



Add a printer or scanner

Printers & scanners



Fax



HP Icerm 10th A

Open queue

Manage

Remove device



ICERM Copier



Microsoft Print to PDF



Microsoft XPS Document Writer

2. Click **Printing preferences**, and within **Printing Shortcuts** find Print on both sides, click **Yes, flip over**. Then hit **OK**.

HP Icerm 10th A

Manage your device

Printer status: Idle

Open print queue

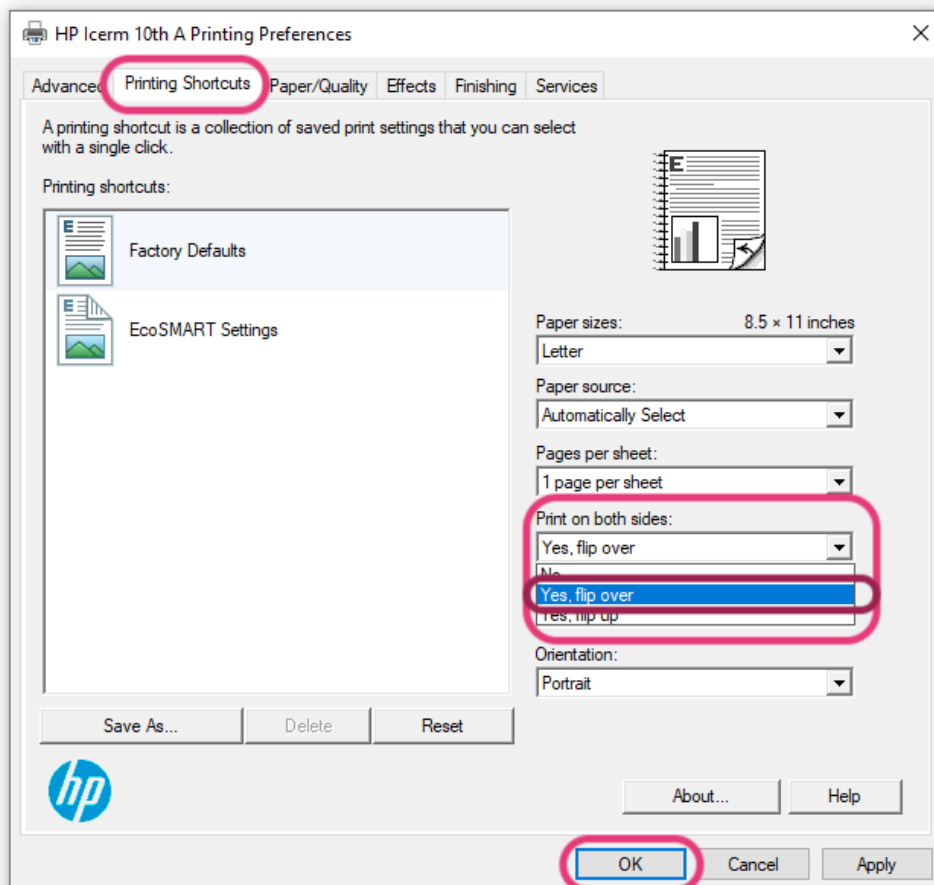
Print a test page

Run the troubleshooter

Printer properties

Printing preferences

Hardware properties



You did it!! ☑

If you have questions about these instructions or require further assistance, please contact the ICERM IT staff by dropping by the administrative offices or emailing support@icerm.brown.edu.

Revision #17

Created 5 July 2022 19:03:46

Updated 12 June 2025 18:33:43 by Hanna Cheung