

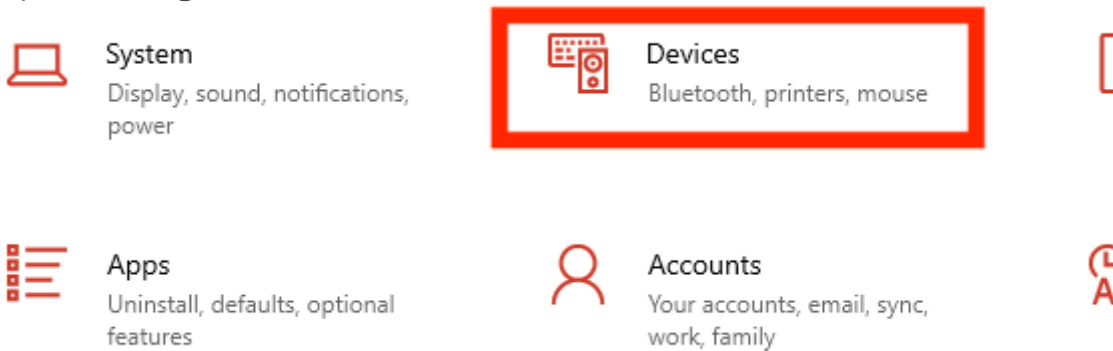
# Printing on Windows

Before setting up your printers, please review the overview of [Printing at ICERM](#).

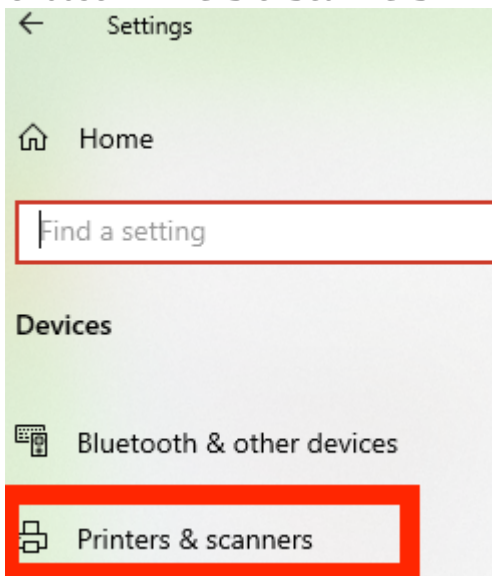
The following instructions assume you are connected to the Brown University network via [wireless](#) (Brown, Brown-Guest, or eduroam).

## Setup Instructions

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



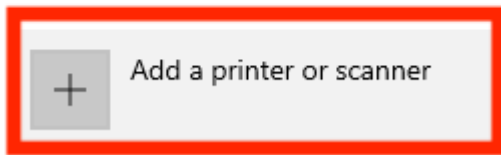
2. Choose **Printers & scanners**:



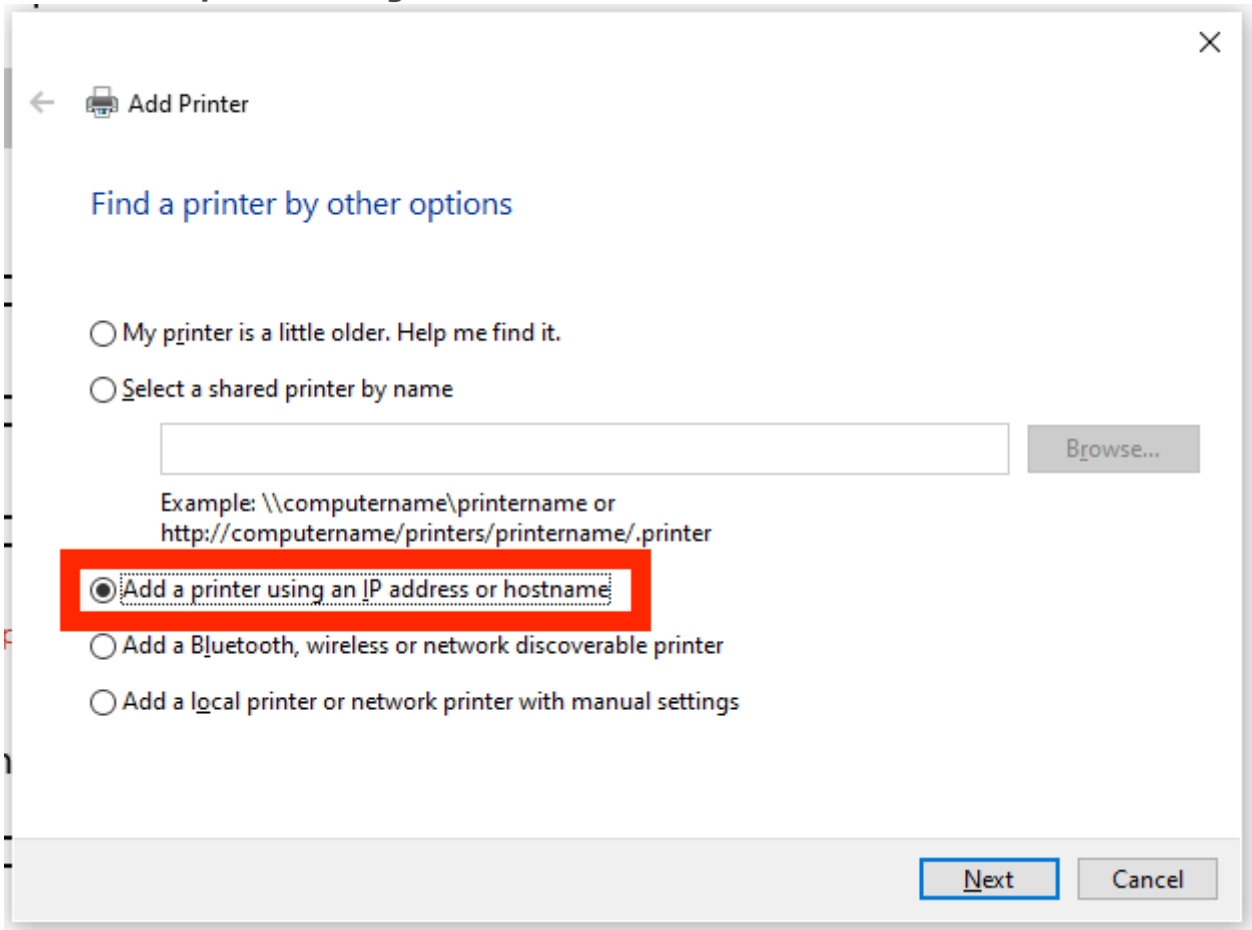
3. Choose **Add a printer or scanner**:

# 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:**

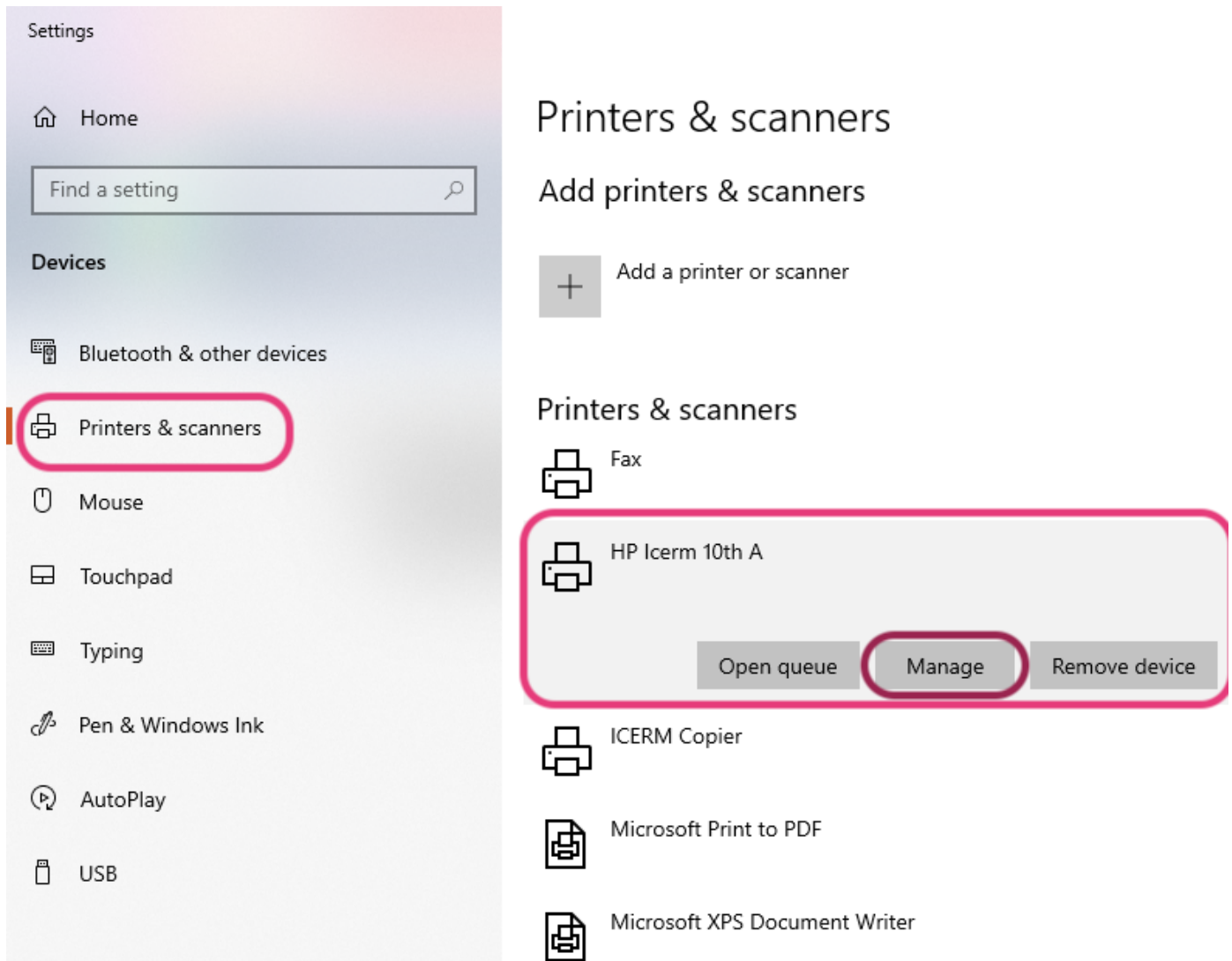


6. On the next screen, enter:
  - Device Type: **Autodetect**
  - Hostname or IP address: Write in the hostname of the printer you are adding -
    - 11th Floor copier: **icerm-im3500.devices.brown.edu**
    - 10th Floor LaserJet A: **icerm-ljem610a.devices.brown.edu**
    - 10th Floor LaserJet B: **icerm-ljem610b.devices.brown.edu**
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**



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

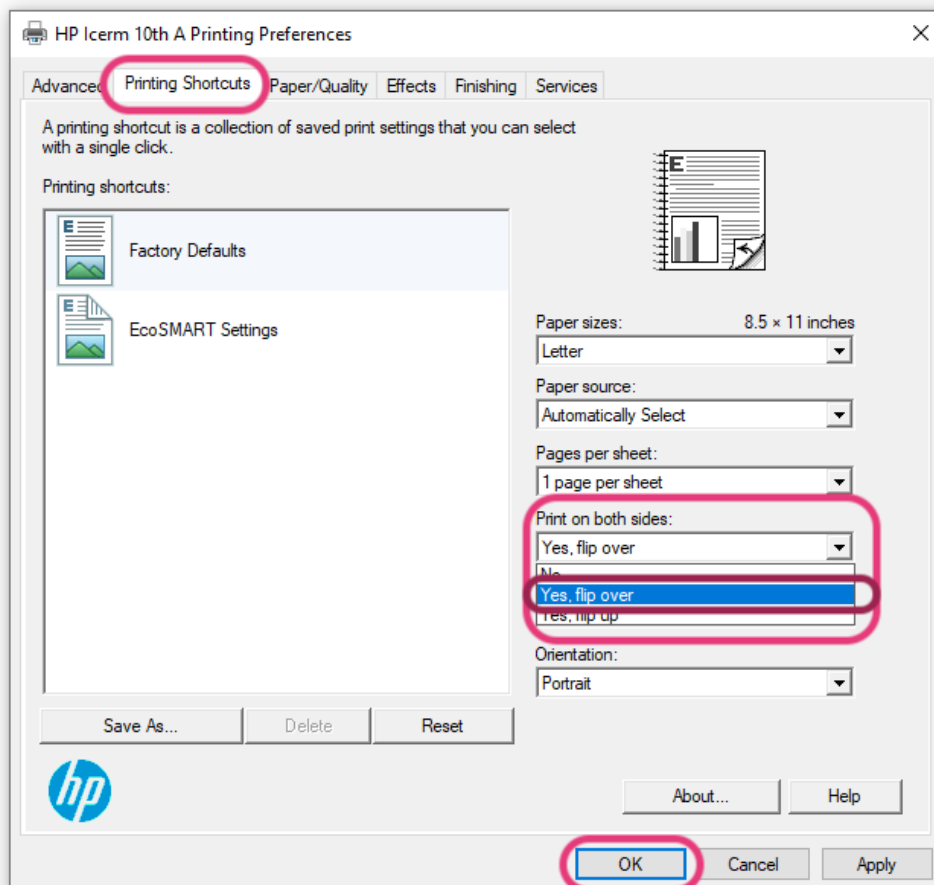
Print a test page

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](mailto:support@icerm.brown.edu).*

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