

# Adding & Removing Printers

## Identify The Printer IP

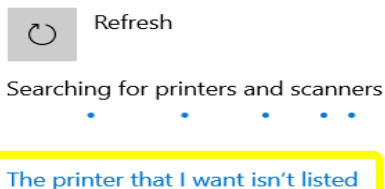
Brother	Press the OK button three times to print the printer settings and check the fourth page
Lexmark	Accessible from the main screen on the top line NOTE: you can only add this to an OD computer if it on the OD network
Non-Standard	If your office has a non-standard TeamVision printer, you will likely find the IP address in the network settings in the printer menu

Follow the steps to add/remove the printer, once the Printer IP address has been identified:

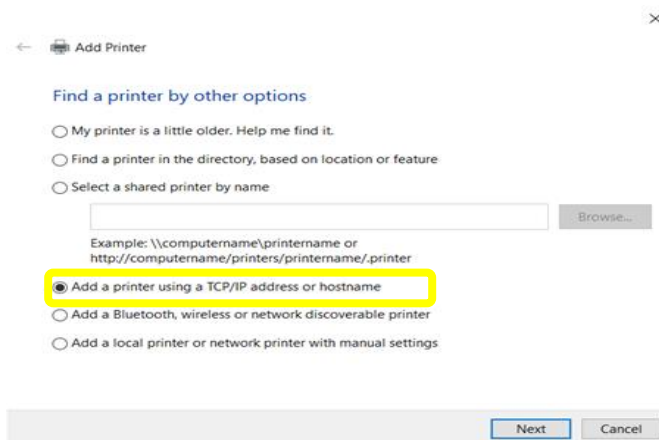
1 Open the  icon and type **Printers & Scanners** to open the selection

2 Select  Add a printer or scanner

3 Select **The Printer that I want isn't listed**



4 Select **Add a printer using a TCP/IP address or hostname**



# Adding & Removing Printers

**5** Continue through the process:

- Ensure that the printer is installed with the correct driver
- If the correct driver is not available call the help desk at 833-467-4243
- If you are adding multiple printers to your OD PCs, ensure that a common naming convention is used, like “front desk, exam lane 1, etc.” across all OD PCs and physically label the printers accordingly

**6** To set a printer as a default or remove a printer, uncheck the box **Let Windows manage my default printer**

☐ Let Windows manage my default printer

When this is on, Windows will set your default printer to be the one you used most recently at your current location.

**7** Click on the printer you want to manage



**8** Under the printer properties, you can set the printer as default, remove a printer, or rename the printer