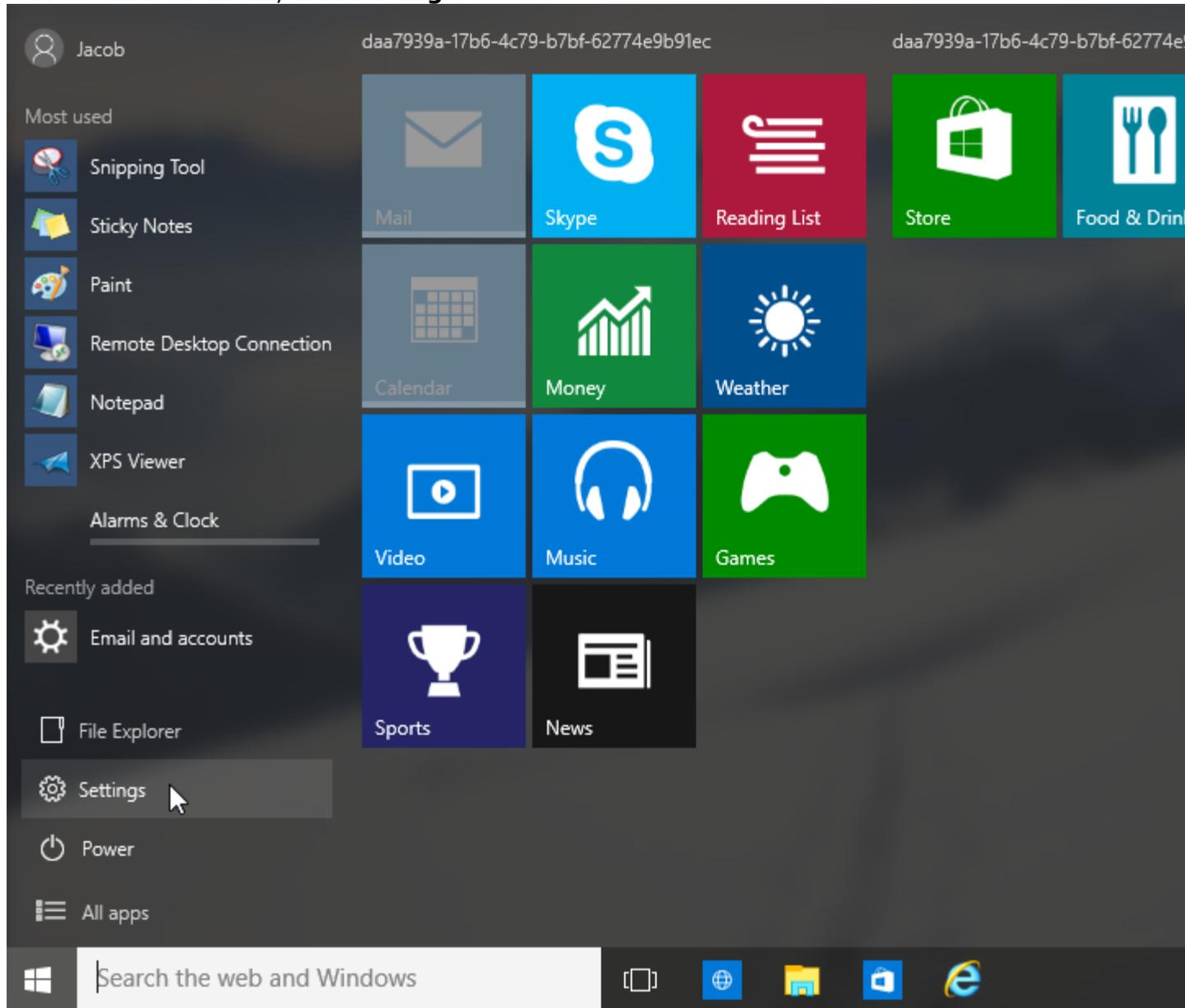
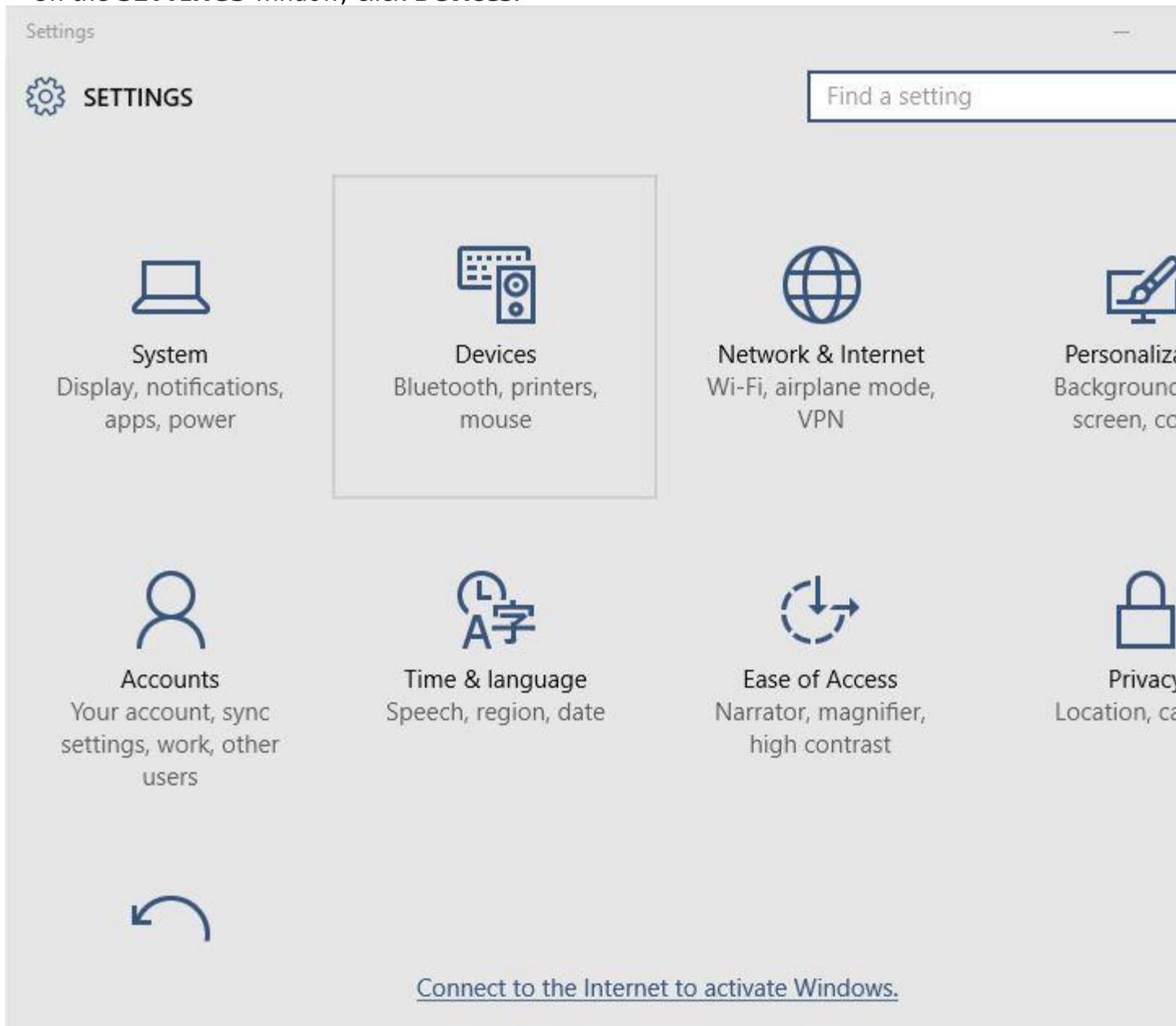


Here's how to add a printer to Windows 10:

- Sign-in or log on to your Windows 10 computer with an administrator account.
- Connect your printing device to the PC.
- Click the Start button from the desktop screen.
- From the Start menu, click **Settings**.



- On the **SETTINGS** window, click **Devices**.



- Once the **DEVICES** window opens up, from the left pane, make sure that the **Printers & scanners** category is selected.
- From the right pane, under the **Add printers & scanners** section, click **Add a printer or scanner**.
- Wait while Windows searches for the connected printer. **Note:** If Windows finds the printer, you can click its name and can follow the on-screen instructions to complete the installation process. If Windows fails to detect the printer, you can continue to step

9.

The screenshot shows the Windows Settings application. At the top, there is a 'Settings' header with a back arrow on the left and a search box on the right containing the text 'Find a setting'. Below the header, a 'DEVICES' section is indicated with a gear icon. A left-hand navigation pane lists several categories: 'Printers & scanners' (which is highlighted), 'Connected devices', 'Bluetooth', 'Mouse & touchpad', 'Typing', and 'AutoPlay'. The main content area on the right is titled 'Add printers & scanners' and features a large '+ Add a printer or scanner' button. Below this, a 'Printers' section lists two items: 'Microsoft XPS Document Writer' and 'Print as a PDF', each with a printer icon. At the bottom of the visible area, there is a section titled 'Download over metered connections' with a descriptive paragraph and a toggle switch currently set to 'Off'.

Settings

DEVICES

Find a setting

Printers & scanners

Connected devices

Bluetooth

Mouse & touchpad

Typing

AutoPlay

Add printers & scanners

+ Add a printer or scanner

Printers

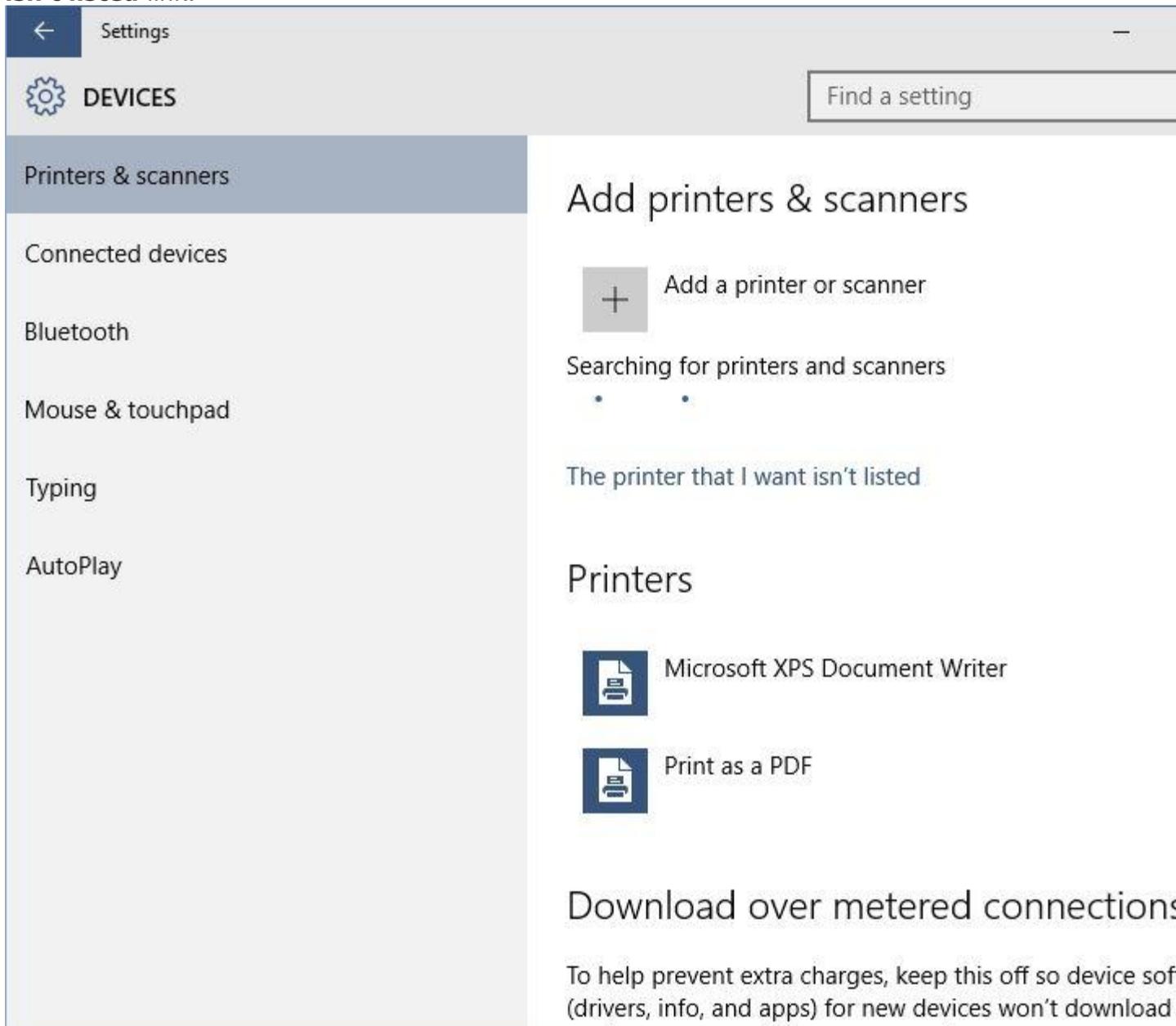
- Microsoft XPS Document Writer
- Print as a PDF

Download over metered connections

To help prevent extra charges, keep this off so device software (drivers, info, and apps) for new devices won't download when you're on metered Internet connections.

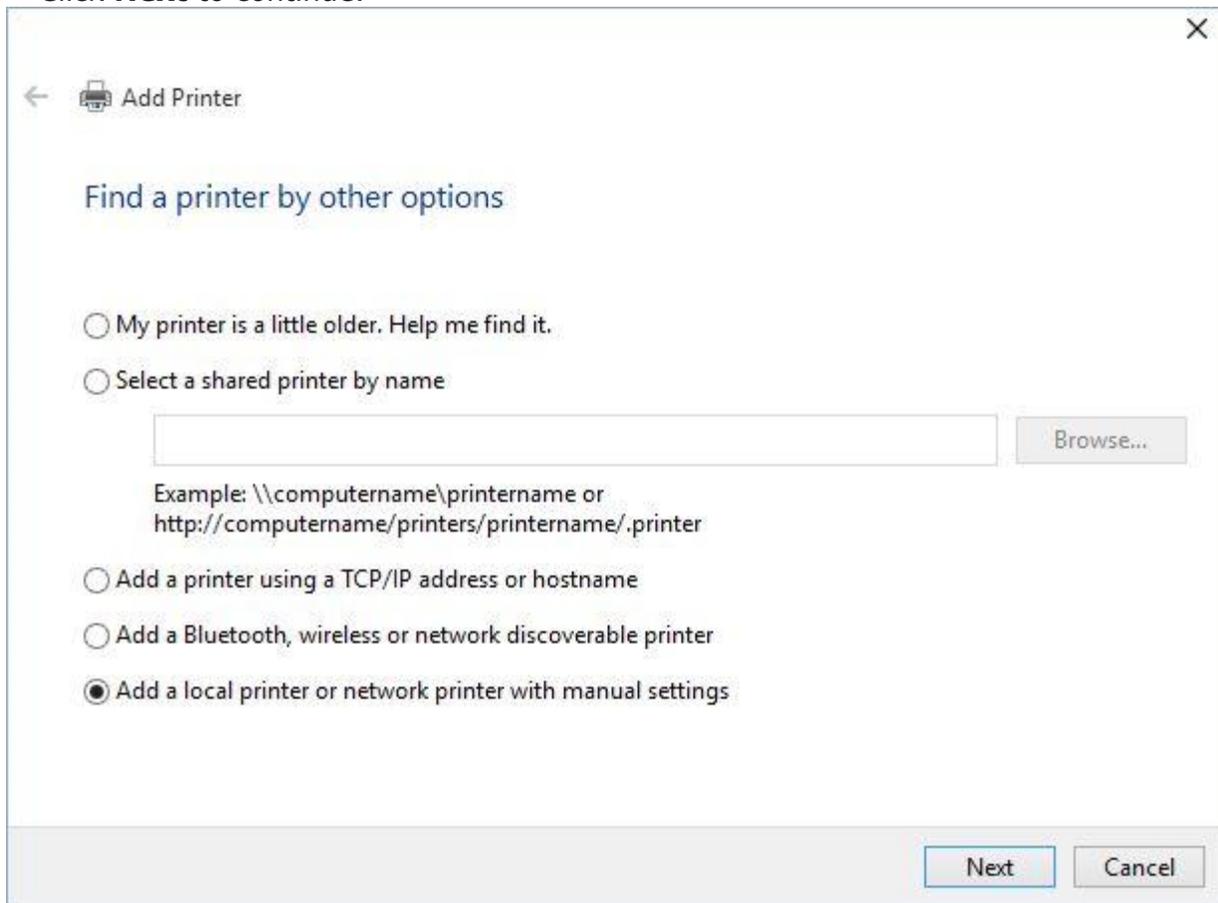
Off

- If Windows cannot detect the connected printer, click the **The printer that I want isn't listed** link.



- On the **Find a printer with other options** window, click to select the **Add a local printer or network printer with manual settings** radio button.

- Click **Next** to continue.



The screenshot shows the 'Add Printer' wizard window. At the top left, there is a back arrow and a printer icon followed by the text 'Add Printer'. A close button (X) is in the top right corner. The main heading is 'Find a printer by other options'. Below this, there are five radio button options: 'My printer is a little older. Help me find it.', 'Select a shared printer by name', 'Add a printer using a TCP/IP address or hostname', 'Add a Bluetooth, wireless or network discoverable printer', and 'Add a local printer or network printer with manual settings'. The second option is selected. Below the second option is a text input field and a 'Browse...' button. Below the input field, there is an example text: 'Example: \\computername\printername or http://computername/printers/printername/.printer'. At the bottom right, there are 'Next' and 'Cancel' buttons.

- On the **Choose a printer port** window, leave the default options selected and click **Next**. **Note:** If you are an advanced user, you can also choose a different option from the **Use an existing port** drop-down list, or you can define your own port by selecting the **Create a new port** radio button and specifying your custom port in the enabled

field before clicking **Next**.

← Add Printer

Choose a printer port

A printer port is a type of connection that allows your computer to exchange information with a printer.

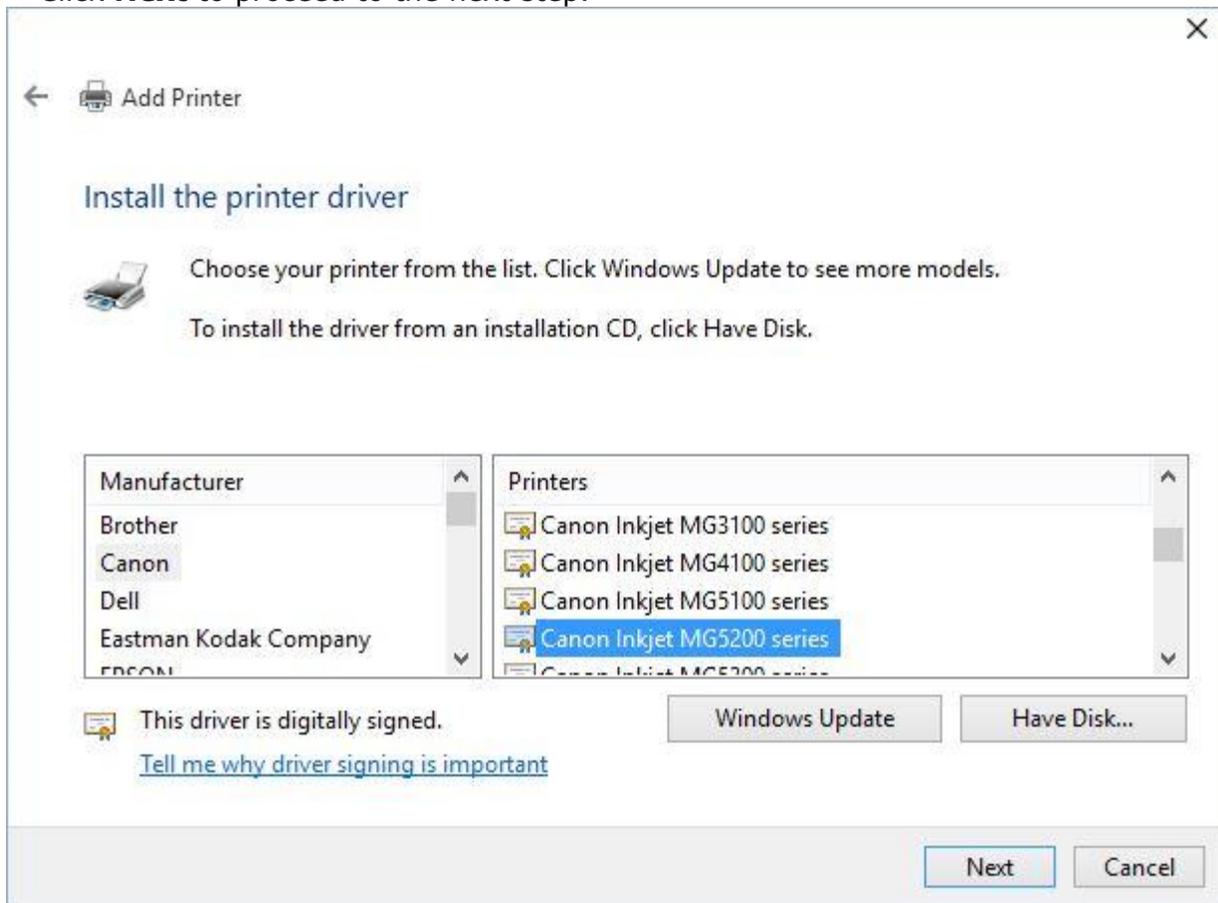
Use an existing port: LPT1: (Printer Port) ▼

Create a new port:
Type of port: Local Port ▼

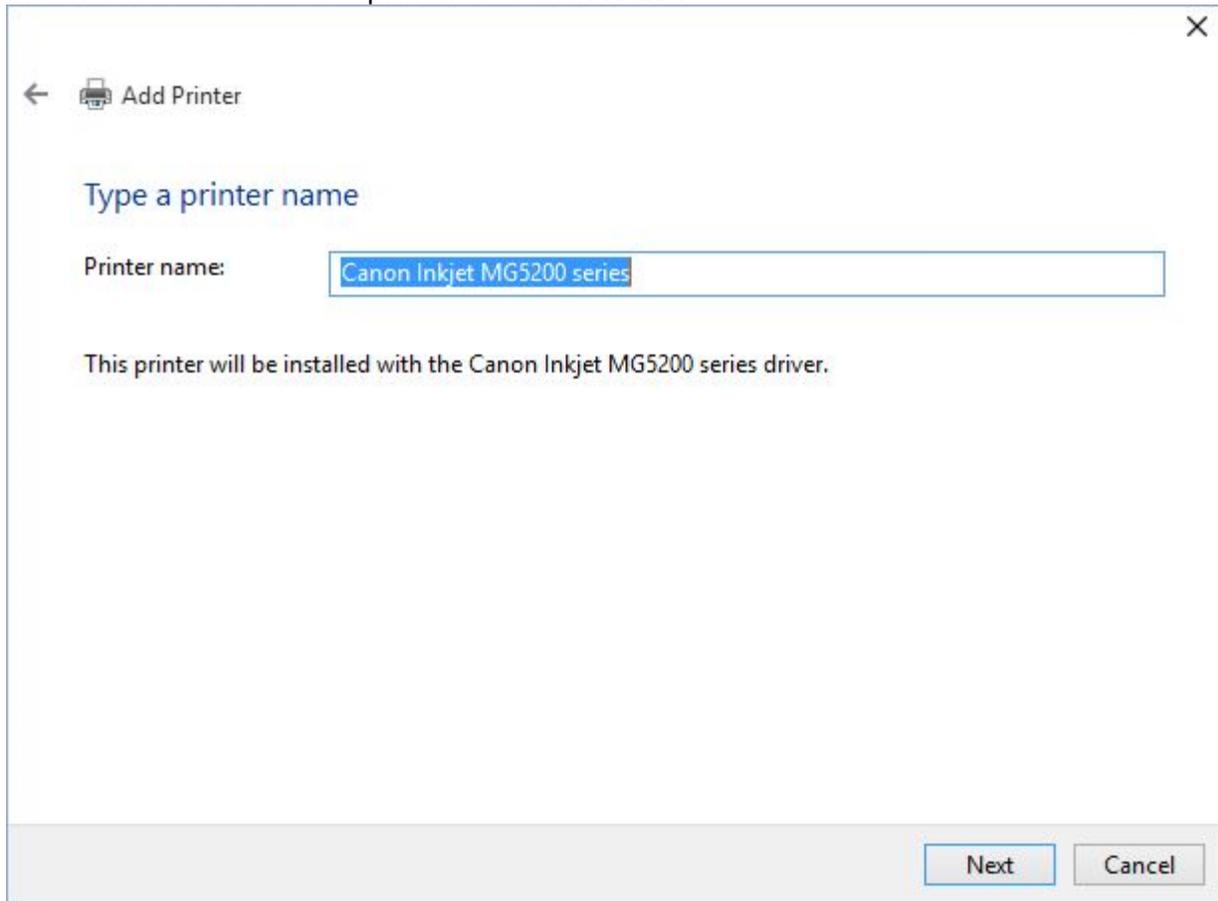
Next Cancel

- On the **Install the printer driver** window, from the displayed list of printer manufacturers in the left section, click to select the one to which the connected printer belongs.
- From the right section, locate and click to select the specific model of the printer that is connected to the PC. **Note:** At this point, you can also click the **Have Disk** button and browse and locate the driver for the connected printer if you have downloaded it manually from its official website.

- Click **Next** to proceed to the next step.



- On the **Type a printer name** window, in the **Printer name** field, type an informative name for the printer and click **Next**.



← Add Printer

Type a printer name

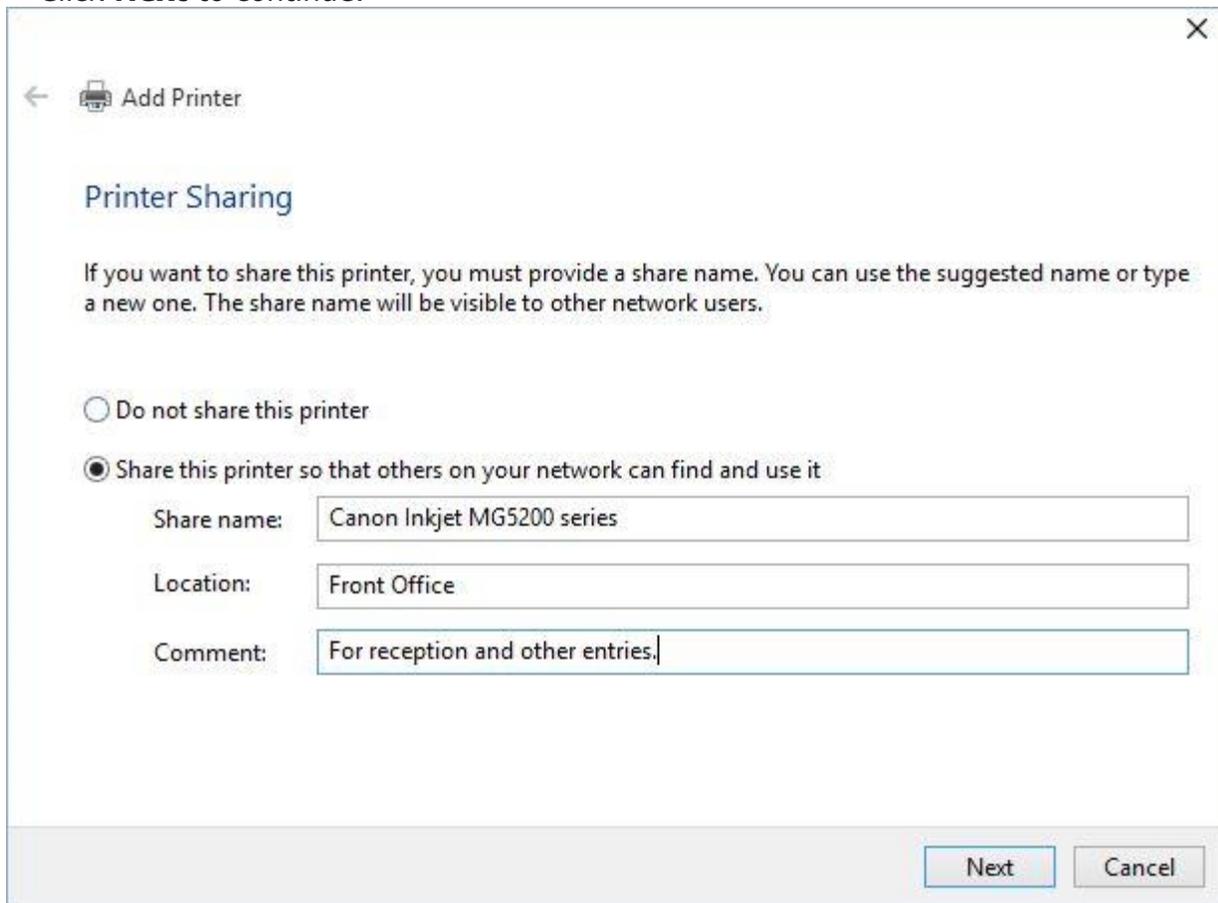
Printer name:

This printer will be installed with the Canon Inkjet MG5200 series driver.

Next Cancel

- On the **Printer Sharing** window, make sure that the **Share this printer so that others on the network can find and use it** radio button is selected. **Note:** If you do not want to share the printer with the network users, you can select the **Do not share this printer** radio button and jump to step 20.
- In the **Share name** field, type a short share name for the printer. **Note:** The name you specify here will be displayed to the remote users when they search for this printer over the network.
- Optionally you can populate the **Location** and **Comment** fields with your preferred information.

- Click **Next** to continue.



The screenshot shows a window titled 'Add Printer' with a back arrow and a printer icon. The main heading is 'Printer Sharing'. Below it, a paragraph states: 'If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.' There are two radio button options: 'Do not share this printer' (unselected) and 'Share this printer so that others on your network can find and use it' (selected). Below the selected option are three text input fields: 'Share name:' with the value 'Canon Inkjet MG5200 series', 'Location:' with the value 'Front Office', and 'Comment:' with the value 'For reception and other entries,'. At the bottom right, there are two buttons: 'Next' and 'Cancel'.

- On the final page of the wizard, click the **Print a test page** button to check the connectivity and proper functioning of the printer. (Optional)Click **Finish** to complete the process.