

PC: Adding a UC LCC Printer

1. Click on start menu.
2. Type "Printers."
3. Click on "Printers & Scanners."
4. Click on "Add a Printer or Scanner."
5. Click on "The printer I wanted isn't listed."
6. Click on "add a printer using TCP/IP address or hostname" and click next. You will see a message "detecting TCP/IP port."
7. Enter in IP address: "lcc-lobby.ucop.edu" for the Hertz Hall Lobby Printer or "lcc-copy.ucop.edu" for the Hertz Hall Copy Room Printer. Click next.
8. Name your printer "UC LCC Lobby" or "UC LCC Copy Room" and click "next."
9. Click "do not share this printer" and click "next."