

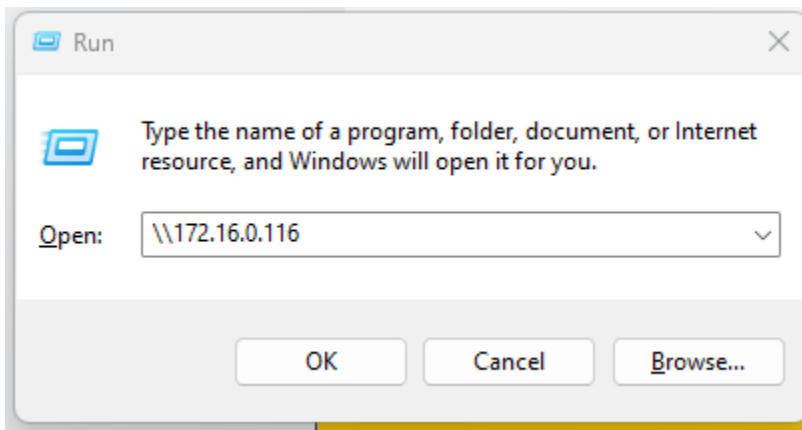
Configuring your Laptop for Printing

NB: Every time you switch your computer on, you will have to go through these steps again to reconnect.

Below are the steps on how to configure your WIFI connected laptop to the printer.

Steps

1. Open "Run".
Windows XP: **Click the Start button ->RUN.**
Windows 7: **Click the Start button then search for RUN.**
Windows 8: **Click the Start button then search for RUN.**
Windows 10: **Click the Start button then search for RUN.**
Windows 11: **Click the Start button then search for RUN.**

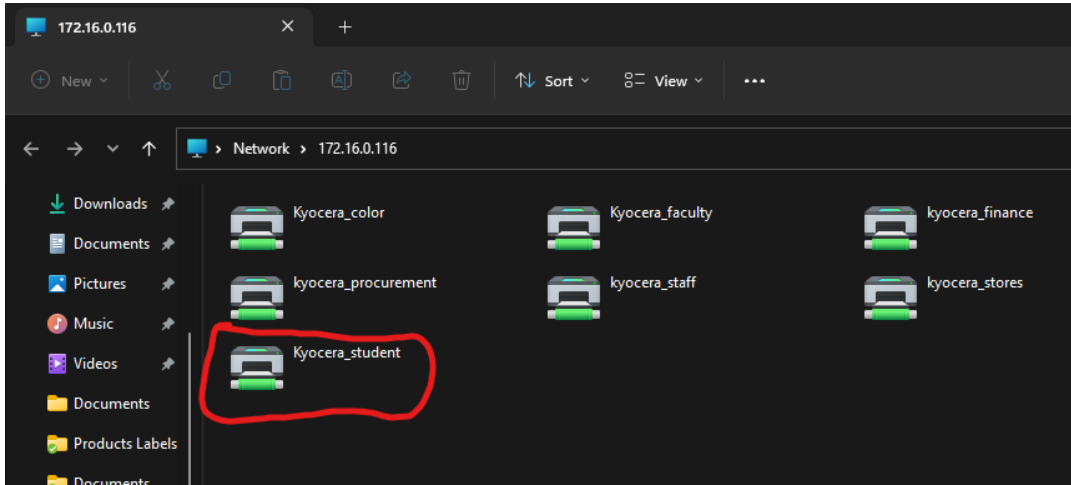


NB: You can use the following key combination (window key + **R**).

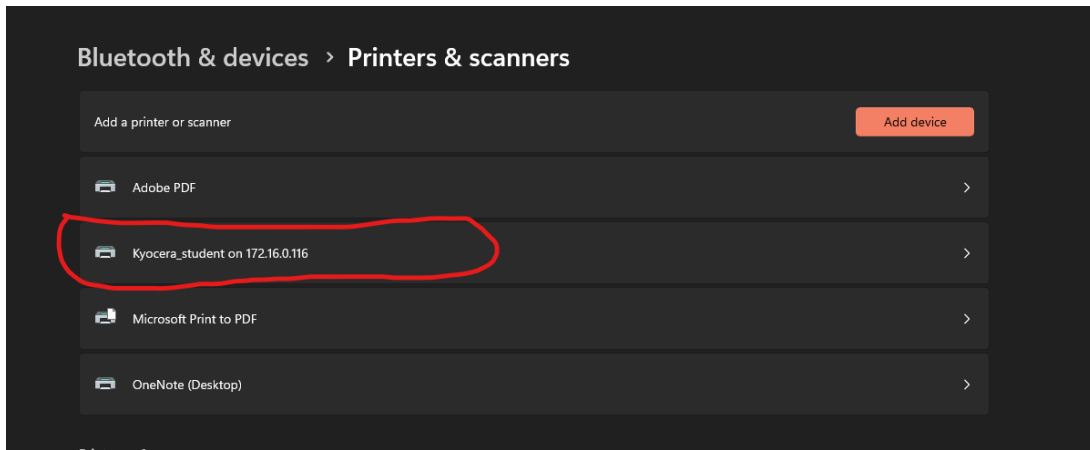
2. From this dialogue box, enter the following IP address [\\172.16.0.116](#), as shown above.
3. Click on OK once the correct address is inserted.
4. A pop up as shown below will appear on your screen. Key in your USIU login credentials as shown below i.e. your [username@usiu.ac.ke](#) and **password**.



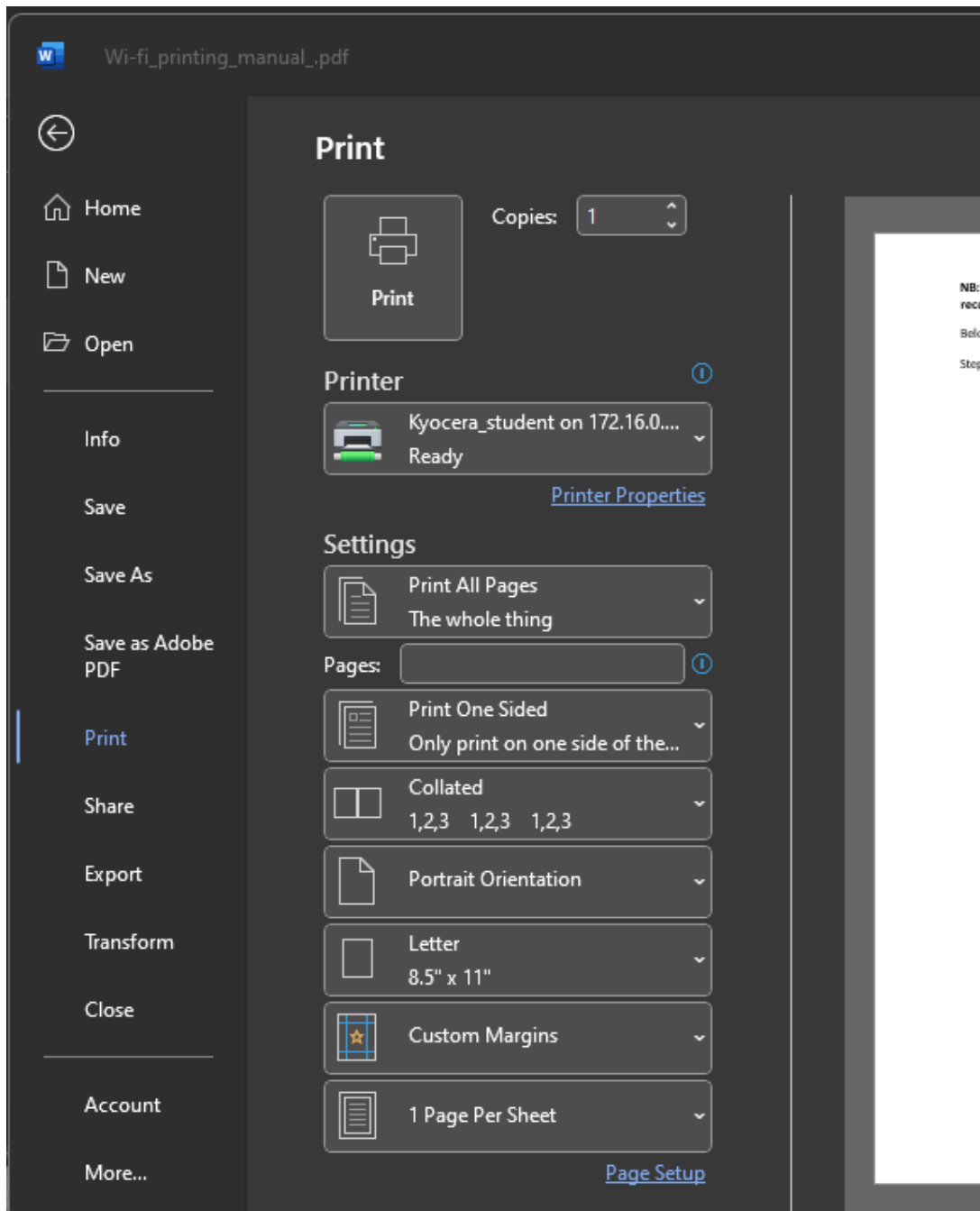
- Click OK to continue. Once the connection is successful a window will open showing you a printer icon with the name **“Kyocera_student”**. Double-click on this icon to open the printer.
Note: Depending on the signal strength, this may take a few minutes to connect and install the drivers. **For efficient results ensure your WIFI strength is strong enough.**



- To confirm whether the printer is connected click on start, then control panel. Under the control panel hardware and sound group, you will find view devices and printers click on the link and you will find **“Kyocera_student on 172.16.0.116”** under your list of printers as shown below.



- Open the document or file that you want to print in Microsoft Office or PDF. On the File menu, click Print. In the Print dialog box that appears, make sure you are connected to **“Kyocera_student on 172.16.0.116”** as shown below.



8. Click **print** then go to the printer to collect your work.