

如何手動新增USB印表機和網絡印表機（以Windows 10為例子）

How to manually add USB printer and network printer (Windows 10 as example)


- A. 手動新增USB印表機 Manually add an USB printer
- B. 手動新增網絡印表機 Manually add a network printer

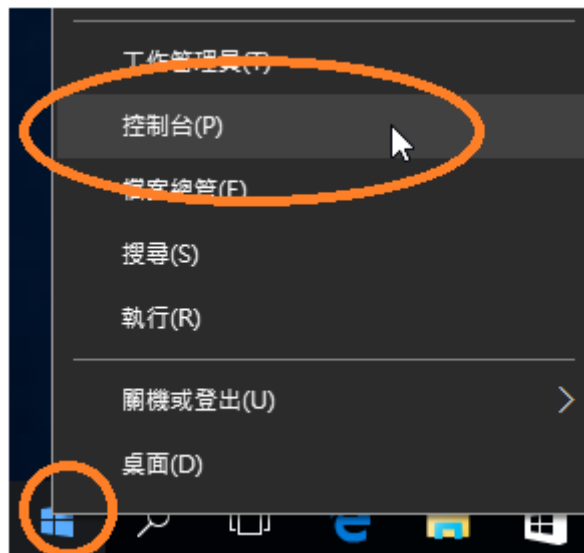
A. 手動新增USB印表機 Manually add an USB printer

確認印表機已開啟，並透過USB線連接到電腦及已安裝印表機驅動程序

Ensure printer driver is installed, printer is powered on and connected to computer via an USB cable

1. 在Windows系統左下角右鍵按Windows圖案 ，再按“控制台(P)”

Right click Windows icon  at desktop's lower left hand corner, then click “Control Panel(P)”



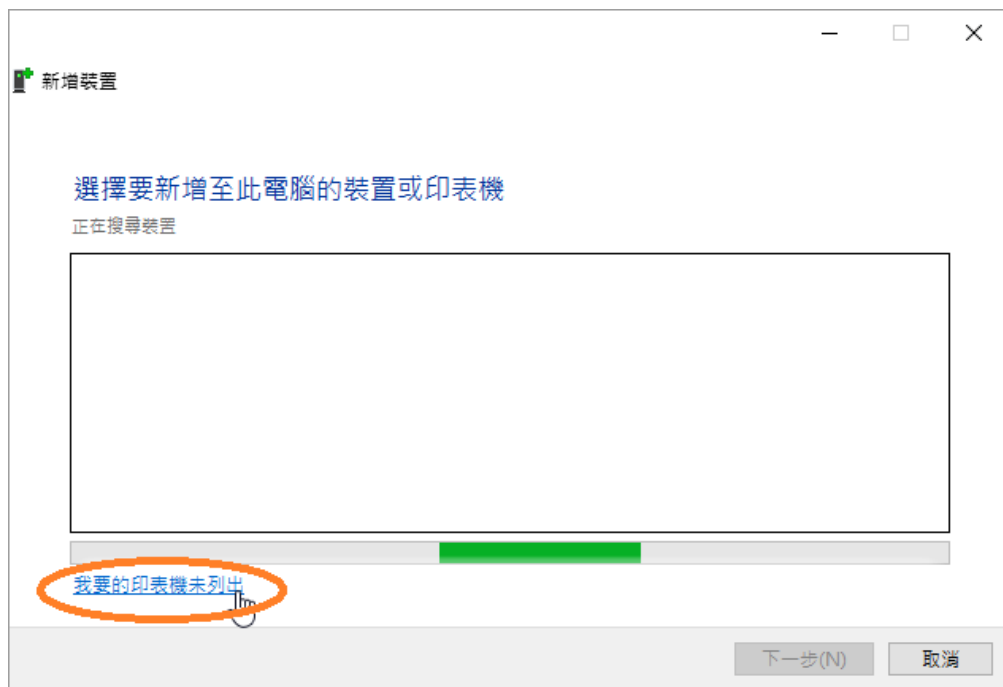
- 按“檢視裝置和印表機”
Click “View devices and printers”



- 按“新增印表機”
Click “Add a printer”



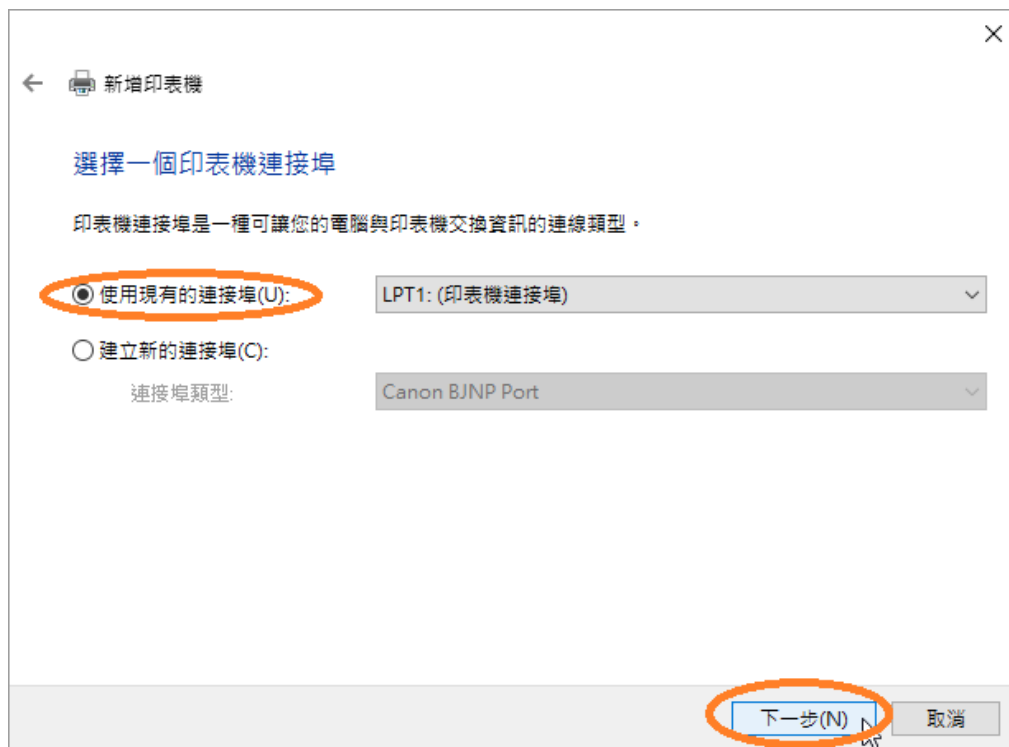
- 按“我要的印表機未列出”
Click “The printer that I want isn’t listed”



- 選擇“以手動設定新增本機印表機或網路印表機”，再按“下一步”
Choose “Add a local printer or network printer with manual settings”, then click “Next”



- 選擇“使用現有的連接埠(U)”，再按“下一步(N)”
Choose “Use an existing port(U)”, then click “Next(N)”



- 於“製造商”選擇“Canon”
Choose “Canon” at “Manufacturer”



8. 於“印表機”選擇印表機，如：“Canon MG3200 series Printer”再按“下一步(N)”
Choose printer such as “Canon MG3200 series Printer” at “Printers”, then click “Next(N)”



9. 按“下一步(N)”
Click “Next(N)”



10. 選擇“不共用印表機(O)”，再按“下一步(N)”

Choose “Do not share this printer(O)”, then click “Next(N)”



11. 按“完成(F)”

Click “Finish(F)”



12. 於“裝置和印表機”，使用滑鼠右鍵按新增的印表機圖案
Right click new printer's icon at “Devices and printers”

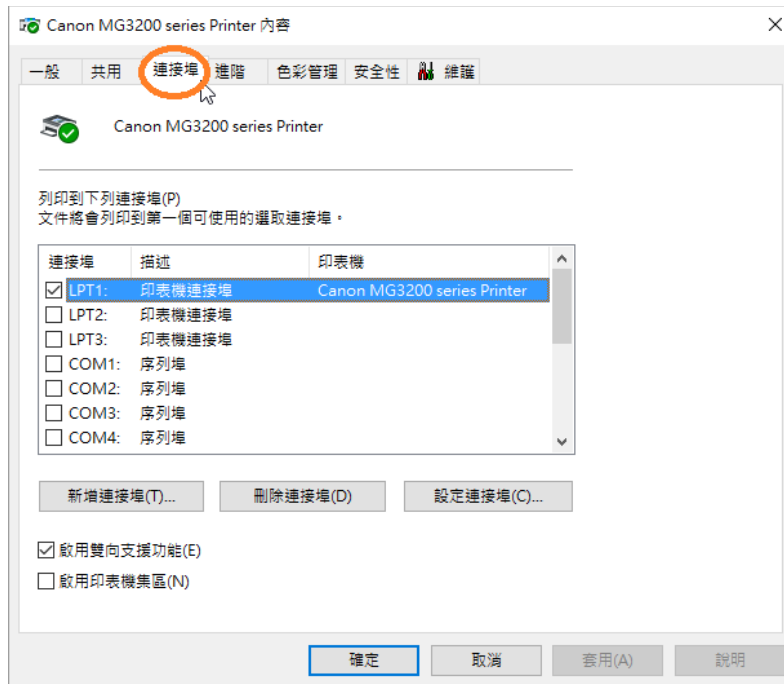


13. 按“印表機內容(P)”
Click “Printer properties(P)”



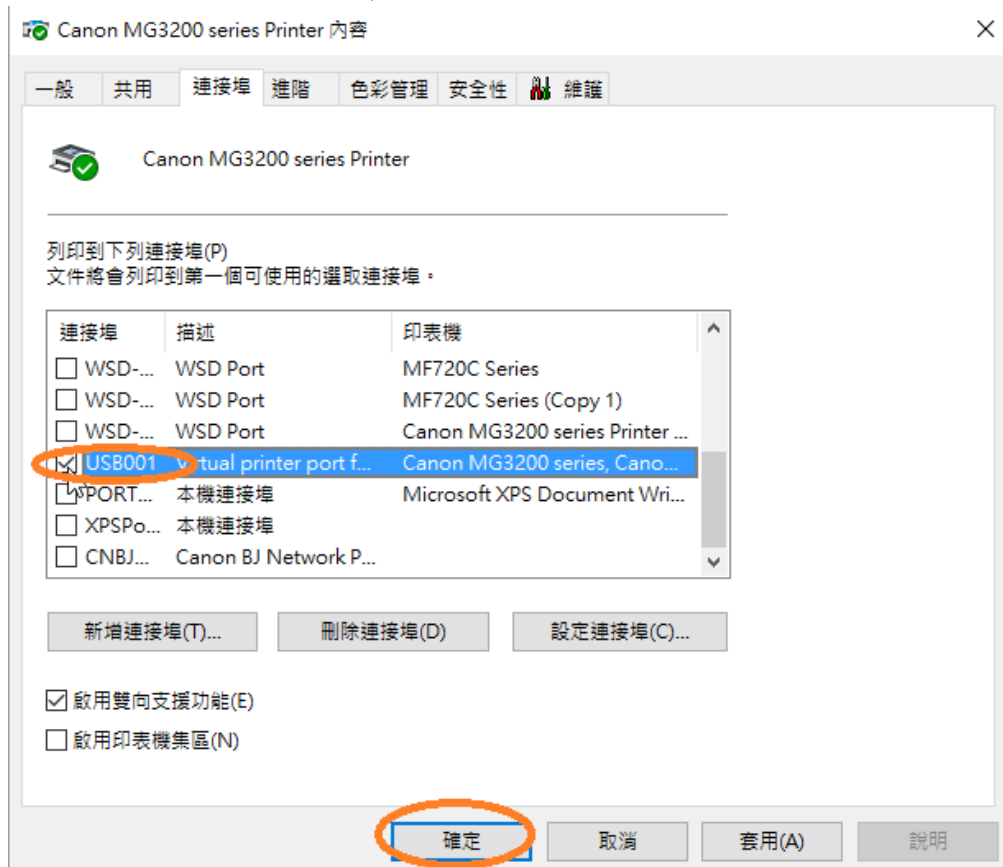
14. 按“連接埠”頁面

Click “Ports” tab



15. 選擇“USB001”為連接埠（若沒有USB001或未能通訊，請選擇USB002、USB003等等），再按“確定”

Choose “USB001” as Port (If there is no USB001 or no response, please select USB002, USB003, etc), then click “OK



B. 手動新增網絡印表機

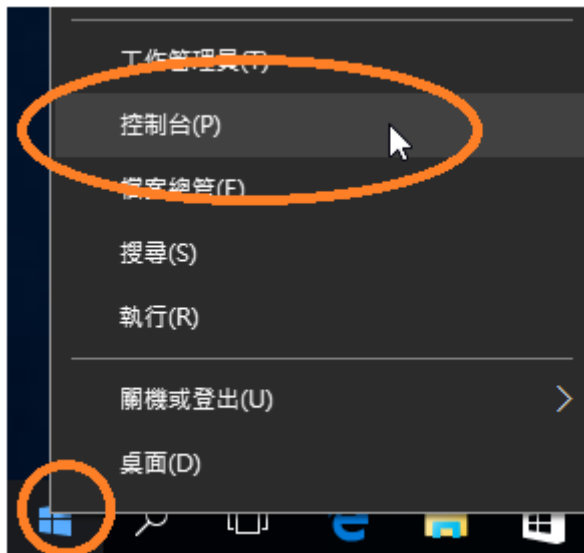
Manually add network printer

確認印表機已開啟，並透過USB線連接到電腦及已安裝印表機驅動程序

Ensure printer driver is installed, printer is powered on and connected to computer via an USB cable

1. 在Windows系統左下角右鍵按Windows圖案 ，再按“控制台(P)”

Right click Windows icon  at desktop's lower left hand corner, then click “Control Panel(P)”



- 按“檢視裝置和印表機”
Click “View devices and printers”

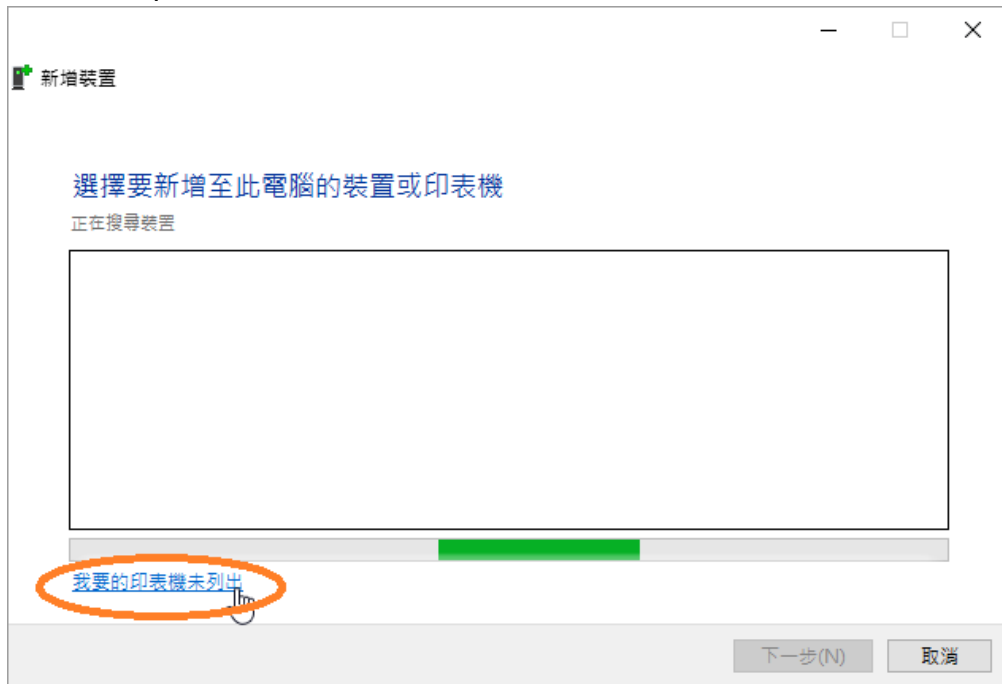


- 按“新增印表機”
Click “Add a printer”



4. 按“我要的印表機未列出”

Click “The printer that I want isn’t listed”

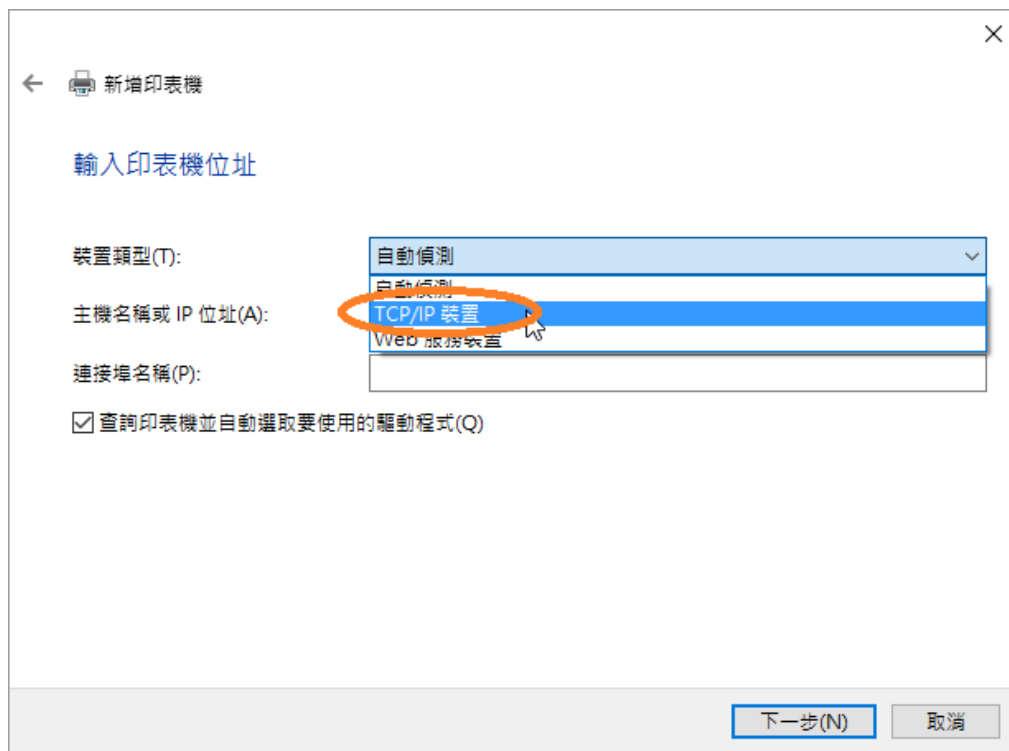


5. 選擇“使用TCP/IP位址或主機名稱新增印表機(I)”，再按“下一步(N)”

Choose “Add a printer using a TCP/IP address of hostname(I)”, then click “Next(N)”



6. 於“裝置類型(T)”選擇“TCP/IP裝置”
Choose “TCP/IP Device” at “Device type(T)”



新增印表機

輸入印表機位址

裝置類型(T):

主機名稱或 IP 位址(A):

連接埠名稱(P):

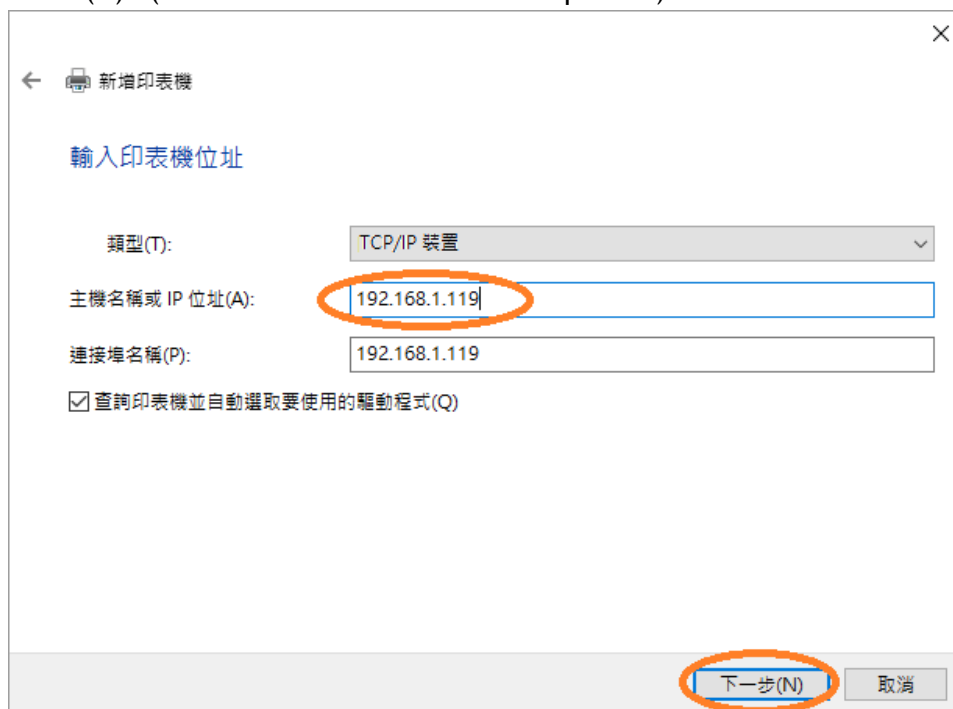
查詢印表機並自動選取要使用的驅動程式(Q)

自動偵測
自動偵測
TCP/IP 裝置
Web 服務裝置

下一步(N) 取消

7. 於“主機名稱或IP位址(A)”輸入打印機的IP位址，再按“下一步(N)”(IP 位址可從印表機查看)

Type in printer's IP address at “Hostname or IP address(A)”, then click “Next(N)” (IP address can check from the printer)



新增印表機

輸入印表機位址

類型(T):

主機名稱或 IP 位址(A):

連接埠名稱(P):

查詢印表機並自動選取要使用的驅動程式(Q)

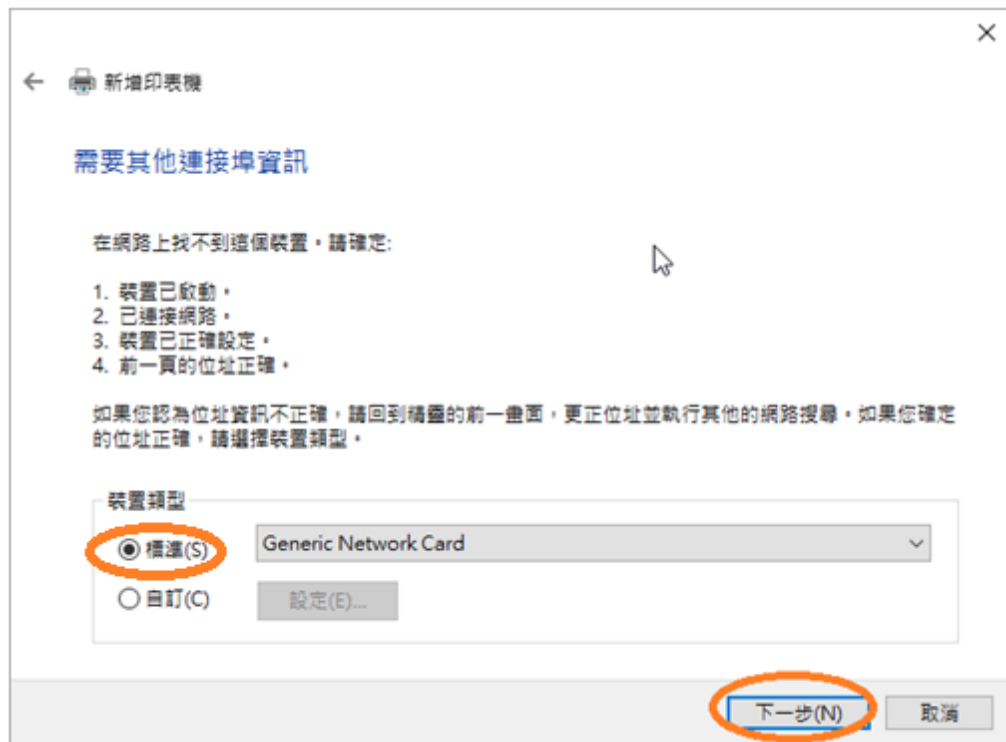
TCP/IP 裝置

192.168.1.119

192.168.1.119

下一步(N) 取消

8. 按“標準(S)”，再按“下一步(N)”
Choose “Standard(S)”, then click “Next(N)”

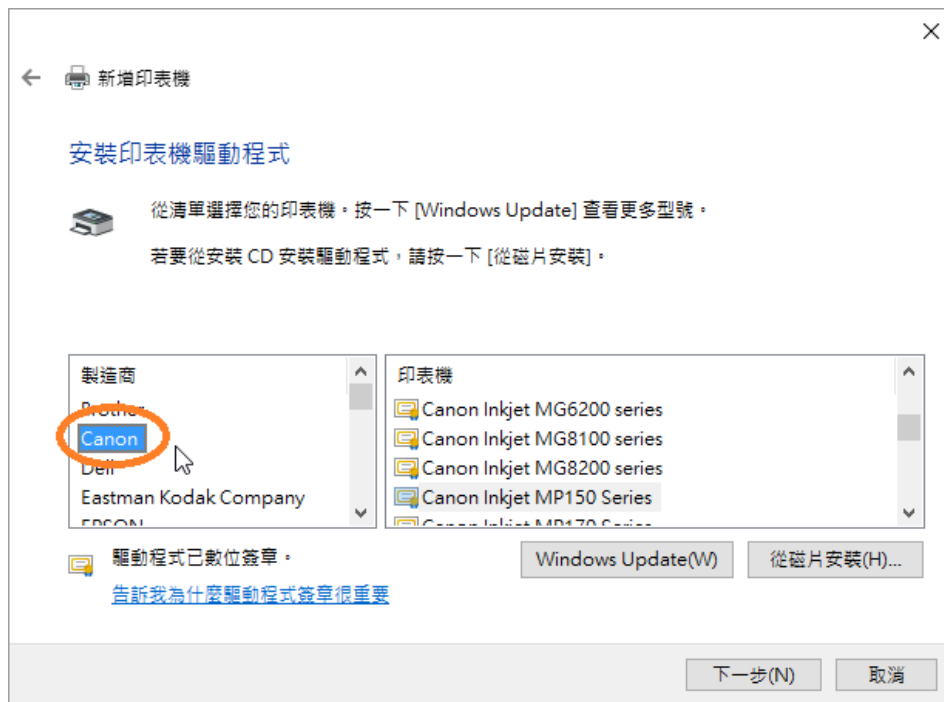


9. 請等待偵測完成
Please wait for the detection until it finishes



10. 於“製造商”選擇“Canon”

Choose “ Canon” at “Manufacturer”

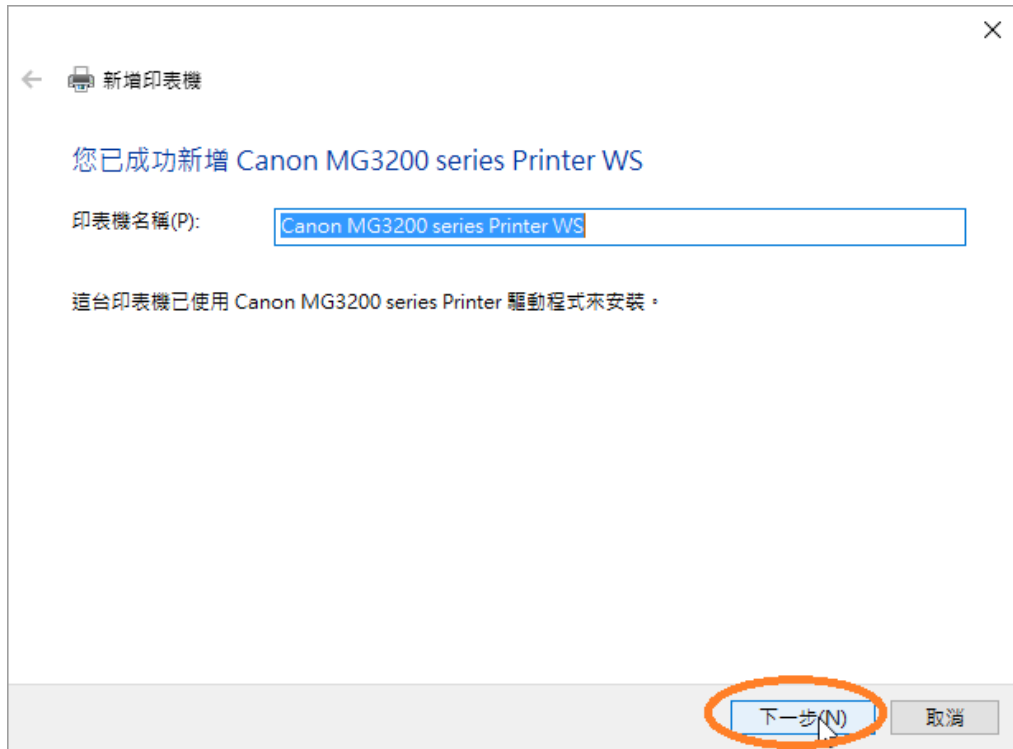


11. 於“印表機”選擇印表機，如：“Canon MG3200 series Printer”，再按“下一步 (N)”

Choose printer such as “Canon MG3200 series Printer” at “Printers”, then click “Next(N)”



12. 按“下一步(N)”
Click “Next(N)”



13. 選擇“不共用印表機(O)”，再按“下一步(N)”
Choose “Do not share this printer(O)”, then click “Next(N)”



14. 按“完成(F)”
Click “Finish(F)”



如何手動新增USB印表機和網絡印表機 (以Mac OS X 10.11為例子)
How to manually add USB printer and network printer (Mac OS X 10.11 as example)

- A. 手動新增USB印表機 [Manually add USB printer](#)
- B. 手動新增網絡印表機 [Manually add network printer](#)

確認印表機已開啟，並透過USB線連接到電腦及已安裝印表機驅動程序

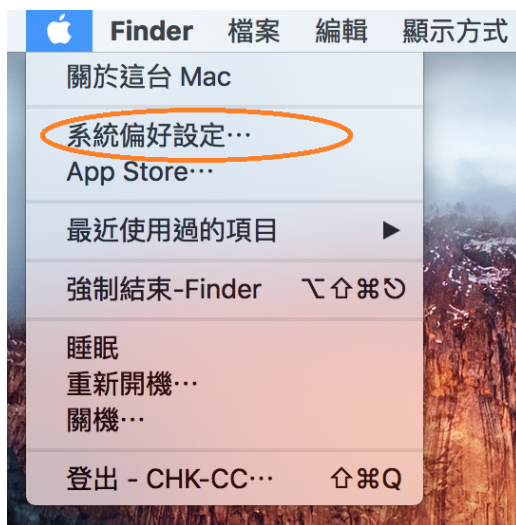
Ensure printer driver is installed, printer is powered on and connected to computer via an USB cable

- A. 手動新增USB印表機 [Manually add USB printer](#)

1. 在Mac系統左上角按Mac圖案 
Click Mac icon  at Mac system upper left hand corner



- 按“系統偏好設定…”
Click “System Preferences…”



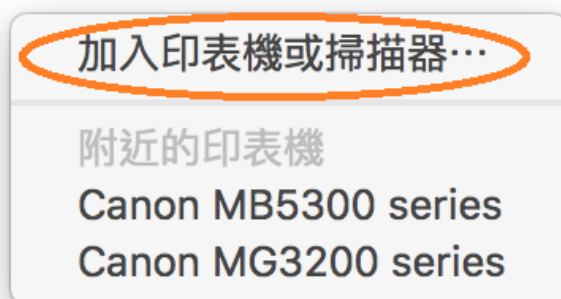
- 按“印表機與掃描器”
Click “Printers & Scanners”



- 按“+”符號
Click “+”symbol



- 按“加入印表機或掃描器...” (如沒顯示此選擇將會直跳入步驟6)
Click “Add Printer or Scanner...” (Will jump to step 6 if option is hidden)



- 選擇印表機名稱，如“Canon MG3200 Series”和種類為“USB多功能”，再按“加入”

Choose printer's name as “Cano MG3200 Series” and Kind as “USB Multifunction”, then click “Add”



- 印表機添加成功後會在“印表機”欄位中顯示


Printer will show at “Printer” column after added successfully



B. 手動新增網絡印表機 Manually add network printer

確認印表機已開啟，並透過USB線連接到電腦及已安裝印表機驅動程序

Ensure printer driver is installed, printer is powered on and connected to computer via an USB cable

1. 在Mac系統左上角按Mac圖案 

Click Mac icon  at desktop's upper left hand corner



2. 按“系統偏好設定…”

Click “System Preferences…”



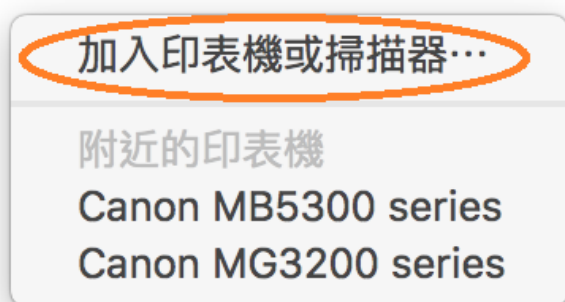
- 按“印表機與掃描器”
Click “Printers & Scanners”



- 按“+”符號
Click “+”symbol



5. 按“加入印表機或掃描器...”（如沒顯示此選擇將會直跳入步驟6）
Click “Add Printer or Scanner...” (Will jump to step 6 if option is hidden)



6. 選擇印表機名稱，如“Canon MG3200 Series”和種類為“Canon IJ Network”，再按“加入”
Choose printer’s name such as “Cano MG3200 Series” and Kind as “Canon IJ Network”，then click “Add”



7. 印表機添加成功後會在“印表機”欄位中顯示
Printer will show at “Printer” column after added successfully



-完-
-END-