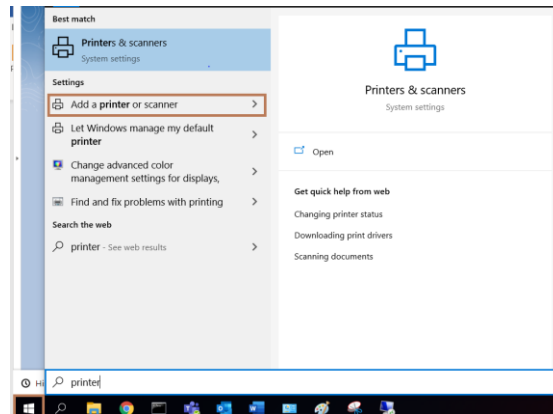


**1. How to connect printer via Wifi (VinUni Students ) for Windows**

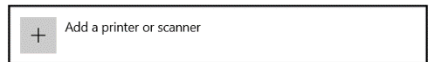
**2. Click Start in your Laptop / Computer and type : “printer”**



**3. Choose : “Add a printer or scanner”**

Printers & scanners

Add printers & scanners



**4. You can see : 2 printers WorkCentre 5335 and WorkCentre 5330 Which locate in Left Wing in the 1<sup>st</sup> Floor of the library.**

Click printer which you want to connect.

Choose Add device.



Printers & scanners

Add printers & scanners



Refresh



WorkCentre 5335  
Printer

Add device



WorkCentre 5330  
Printer

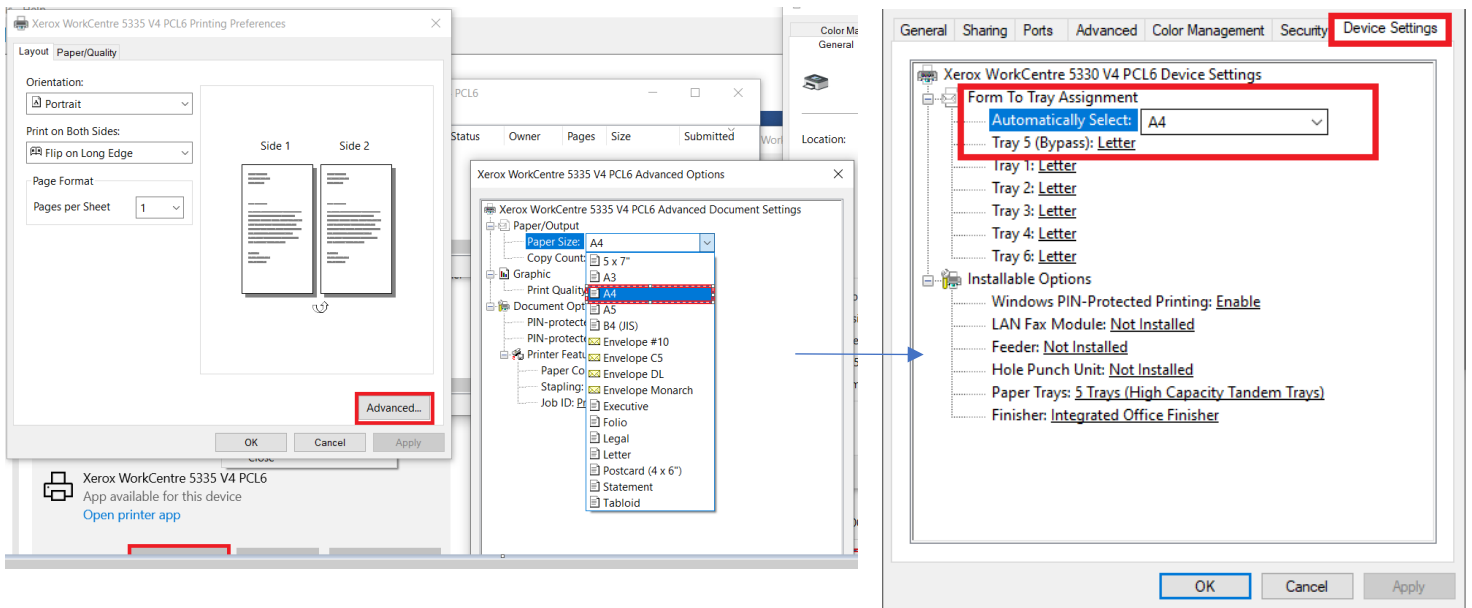
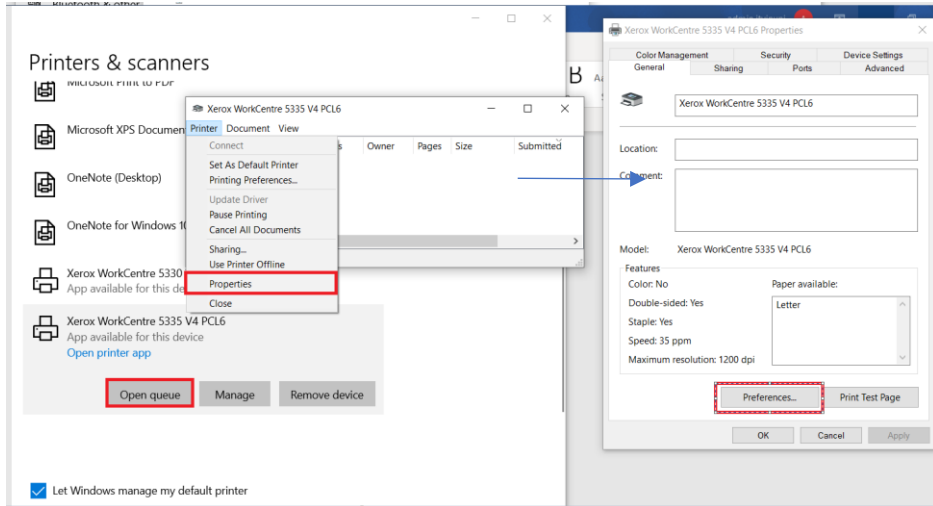
The printer that I want isn't listed

**5. When done**

- Choose the printer V
- Click Open Queue



6. In Xerox Preferences please choose **Advanced** then Choose **A4 Mode** in **Paper/Output**.



When finish you can go

- <http://172.16.16.19/jobq.htm>
- <http://172.16.16.4/jobq.htm>

To check job status in the Printer.

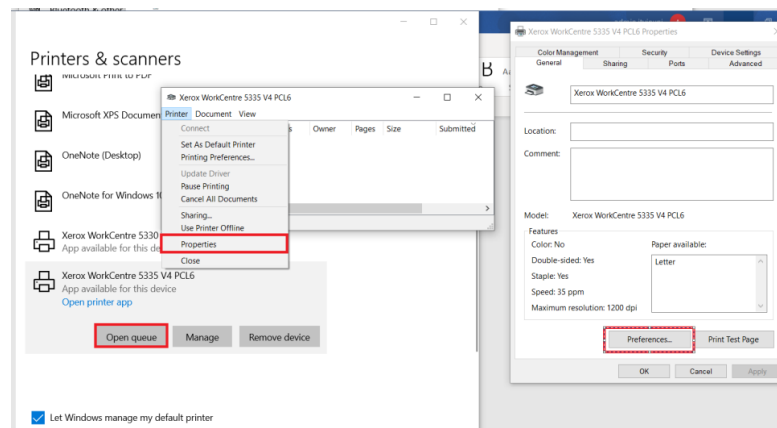
Please contact us If you get trouble with printer:

- Email : [support-it@vinuni.edu.vn](mailto:support-it@vinuni.edu.vn)
- Microsoft Teams: [it.helpdesk@vinuni.edu.vn](mailto:it.helpdesk@vinuni.edu.vn)
- Hotline IT : **+84-2471089779 Ext 9066**

## Some Problem When Connect to Printer

### 1. Check Correct Port of Printer :

When finish please choose **xerox printer** and **Open Queue**



### 2. In Xerox Queue Please choose **Printer/Properties**

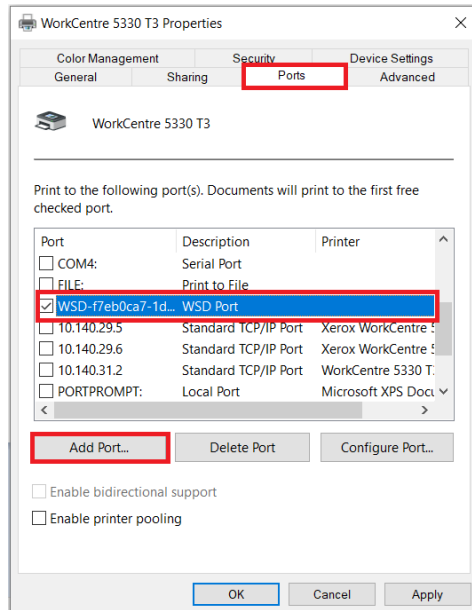
### 3. Then Choose **General/Preference.**

### 4. When done. Please **check Ports.**

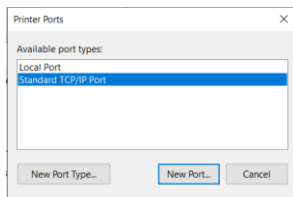
### 5. If your port is WSD Port Please select your IP :

- Xerox WorkCentre 5330 ( 172.16.16.19 )
- Xerox WorkCentre 5335 ( 172.16.16.4 )

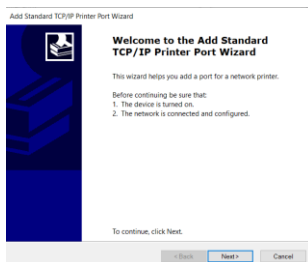
**If you do not have any port. Please choose Add Port.**



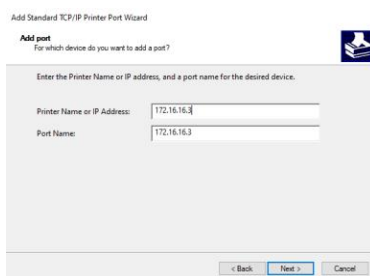
## Add Port:



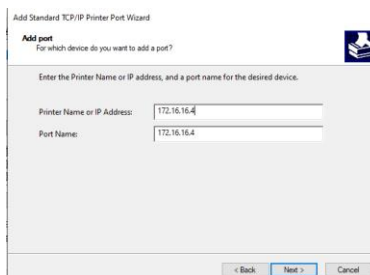
## Choose New Port.



## Choose Next.



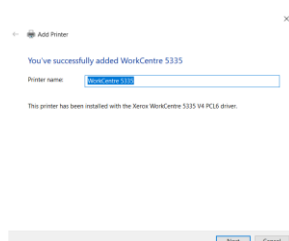
## Or

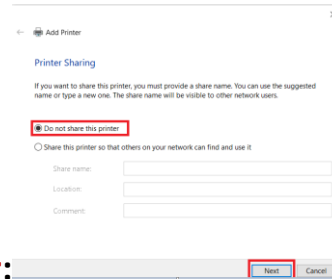


## Then choose Next.

## When Done click Finish.

## 6. When printer is installed successfully. You can set printer name or set it by default.





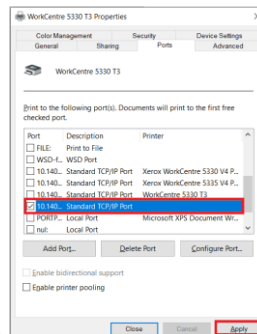
7. Choose **Do not share this printer:**

8. Please select your recent added port :

**Xerox WorkCentre 5330 ( 172.16.16.19 )**

**Xerox WorkCentre 5335 ( 172.16.16.4 )**

9. As picture. **The printer automatic select your IP port.**



Then choose **Apply**.

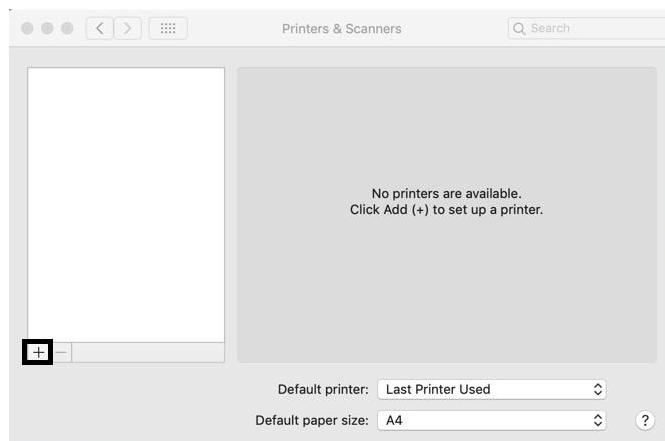
## 2. How to connect printer for Students (MacOS)

### 1. Choose **Printer & Scanners**.

- **Make sure you are connected Wifi ( VinUni Students)**



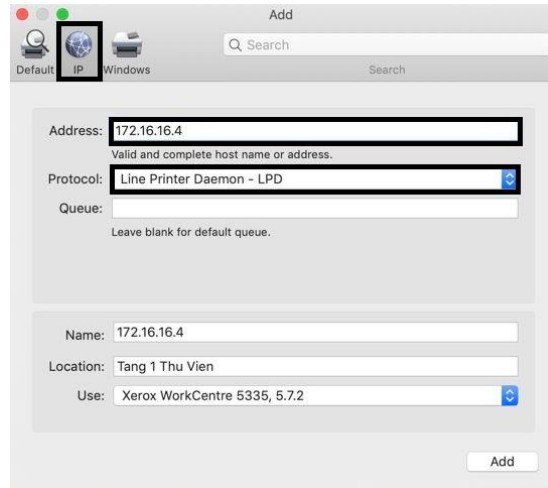
### 2. Click “+” to add new printer.



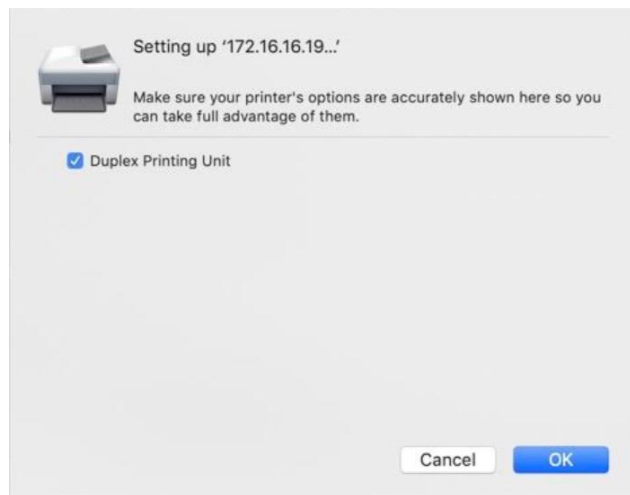
### 3. Choose **IP Tab** :

Fill in as below:

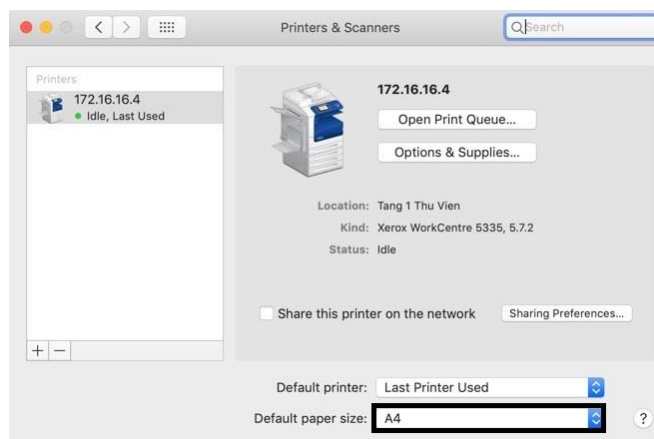
- **Address :**
  - **172.16.16.19** for **Xerox WorkCentre 5330**.
  - **172.16.16.4** for **Xerox WorkCentre 5335**.
- **Protocol : Line Printer Daemon – LPD.**
- **Name: Set your own preferred name for the printer.**
- **Location Use : Automatic.**
- **Click “Add” button.**



#### 4. Choose **Duplex Printing Unit**. Then Ok



#### 5. When done. Please check **Default paper size : A4**



When finish you can go to:

- <http://172.16.16.19/jobq.htm>
- <http://172.16.16.4/jobq.htm>

Please contact us If you get trouble with printer:

- Email : [support-it@vinuni.edu.vn](mailto:support-it@vinuni.edu.vn)
- Microsoft Teams: [it.helpdesk@vinuni.edu.vn](mailto:it.helpdesk@vinuni.edu.vn)



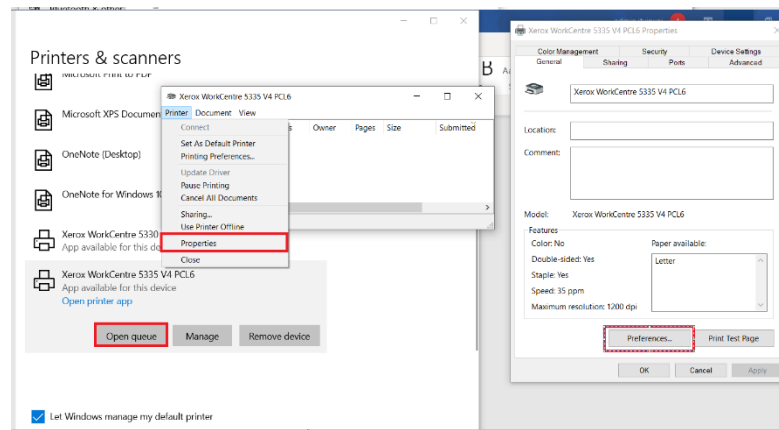
To check job status in the Printer.

- Hotline IT : [+84-2471089779](tel:+84-2471089779) Ext 9066

## Some Problem When Connect to Printer

### 1. Check Correct Port of Printer :

When finish please choose **xerox printer** and **Open Queue**



### 2. In Xerox Queue Please choose **Printer/Properties**

### 3. Then Choose **General/Preference.**

### 4. When done. Please **check Ports.**

### 5. If your port is WSD Port Please select your IP :

- Xerox WorkCentre 5330 ( 172.16.16.19 )
- Xerox WorkCentre 5335 ( 172.16.16.4 )

**If you do not have any port. Please choose Add Port.**

WorkCentre 5330 T3 Properties

Color Management | Security | Device Settings

General | Sharing | **Ports** | Advanced

WorkCentre 5330 T3

Print to the following port(s). Documents will print to the first free checked port.

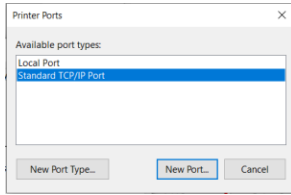
Port	Description	Printer
<input type="checkbox"/> COM4:	Serial Port	
<input type="checkbox"/> FILE:	Print to File	
<input checked="" type="checkbox"/> WSD-f7eb0ca7-1d...	WSD Port	
<input type="checkbox"/> 10.140.29.5	Standard TCP/IP Port	Xerox WorkCentre :
<input type="checkbox"/> 10.140.29.6	Standard TCP/IP Port	Xerox WorkCentre :
<input type="checkbox"/> 10.140.31.2	Standard TCP/IP Port	WorkCentre 5330 T:
<input type="checkbox"/> PORTPROMPT:	Local Port	Microsoft XPS Docu

**Add Port...** | Delete Port | Configure Port...

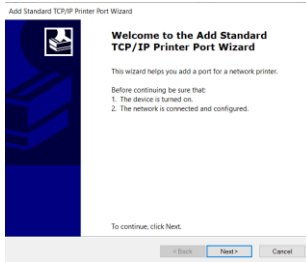
Enable bidirectional support  
 Enable printer pooling

OK | Cancel | Apply

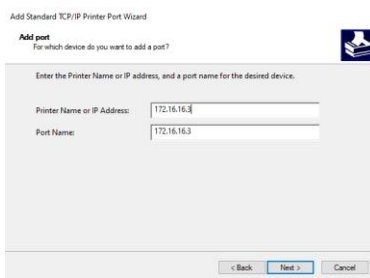
## Add Port:



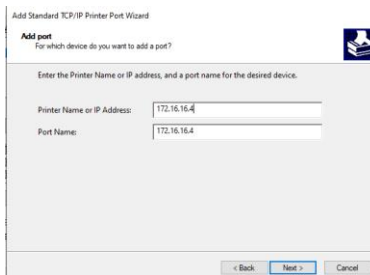
## Choose New Port.



## Choose Next.



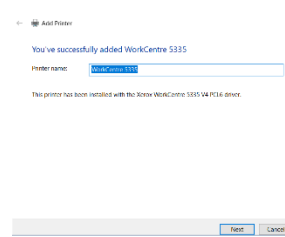
Or



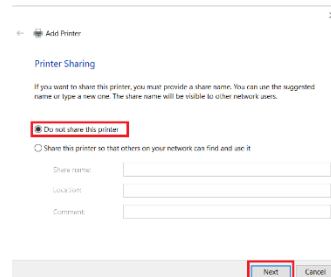
Then choose Next.

When Done click Finish.

6. When printer is installed successfully. You can set printer name or set it by default.



7. Choose **Do not share this printer:**



8. Please select your recent added port :

**Xerox WorkCentre 5330 ( 172.16.16.19 )**

**Xerox WorkCentre 5335 ( 172.16.16.4 )**

9. As picture. **The printer automatic select your IP port.**

Then choose **Apply.**

