Knowledgebase > Windows > Adding a Printer in Windows 7

Adding a Printer in Windows 7

- 2023-09-07 - Comments (0) - Windows

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Adding a network printer in Windows 7:
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The printer name can usually be found printed on a card, located on the right side of the printer. The name will start with FS (faculty staff) followed by department (Example BIO for Biology) and then a brief description of the printer (Example FSBIO-PRINT). If you cannot find the printer information card, ask a coworker that prints to the same printer if they can look up the name for you.

G Find Printers				- 0 ×
<u>File</u> <u>E</u> dit <u>V</u> iew				
In: In: The Directory				Browse
Printers Features	Advanced			
Name: FSBIO-Print 1.) Type in printer name 2.) Click Find Now				Find Now
Location:				Stop
Modelt				Clear All
<u>H</u> ouel.				9 7
			4.) Click OK	ОК
Search results: 3.) Select the correct printer				
Name	Location	Model	Server Name	
FSBIO-Print	Science 373	HP Universal Printing PCL 6	apprint03v.home	ad1.sou.edu
FSBIO-Print-2	and a second second	HP LaserJet P2015 PCL6	APPRINT05V.hor	me.ad1.sou.edu
🖶 FSBIO-Print-3	Science 211	HP LaserJet 4	apprint04v.home	ad1.sou.edu
•	III			Þ.
3 item(s) found				

After you click ok, your computer will pull the driver from the network and add the printer. This will take up to 30 seconds. The printer should now appear in your devices and printers window. You may be prompted to print a test page, click ok. You can make the printer default by right clicking the printer icon, and choosing 'set as default printer'. The printer should now be ready for use. If you have any issues, you can call the helpdesk at (541) 552-6900.