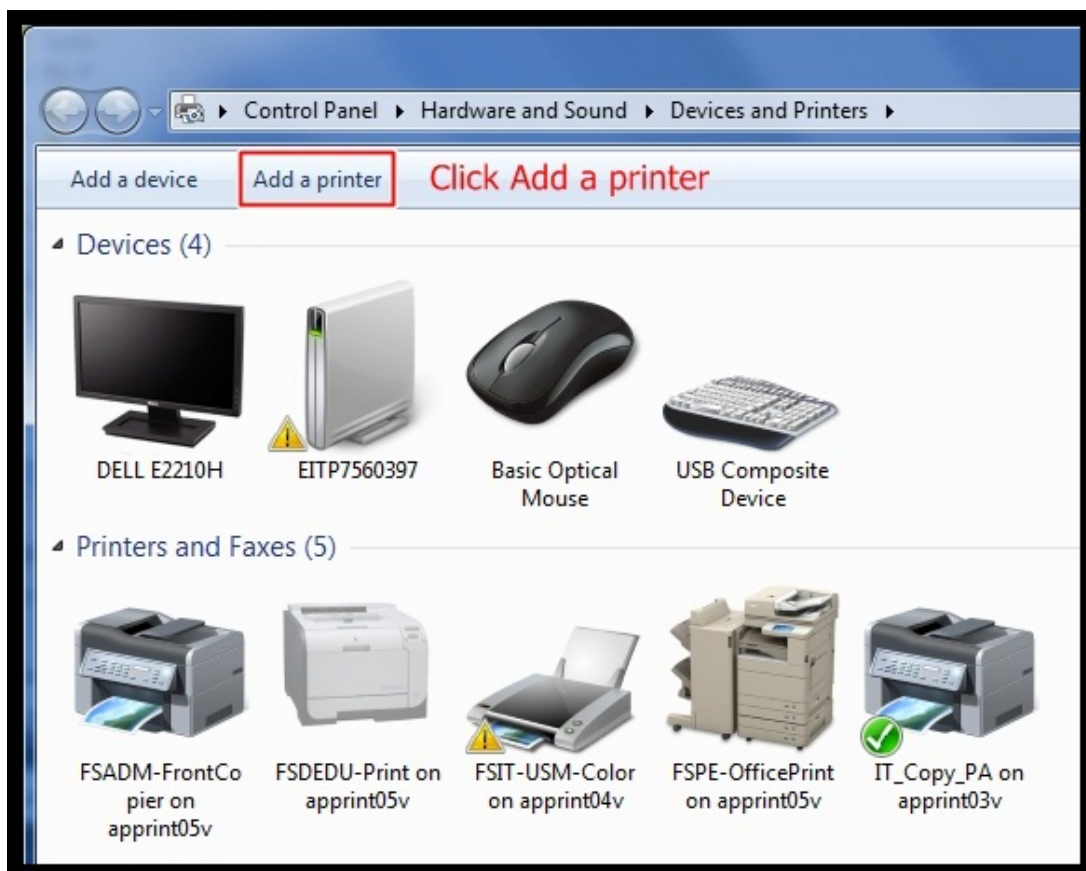
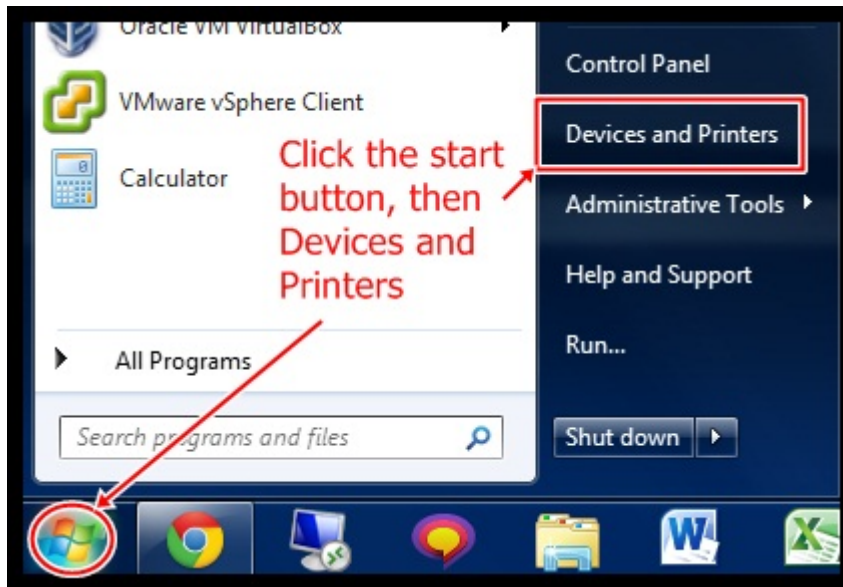


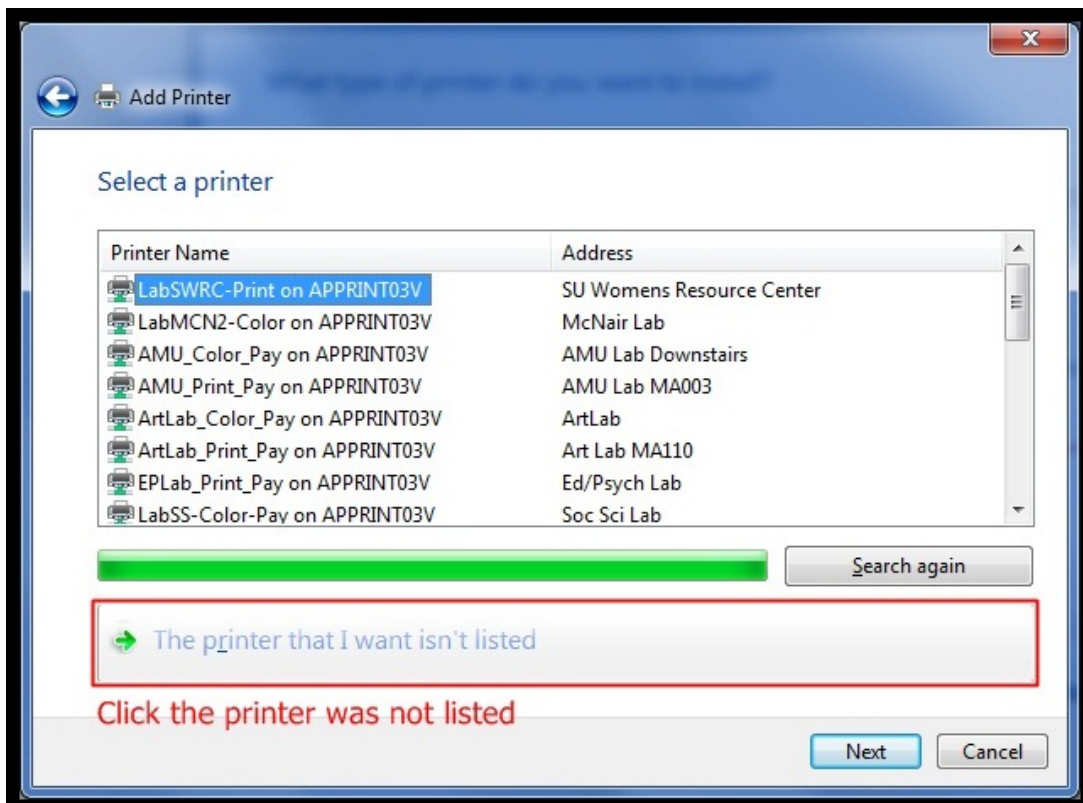
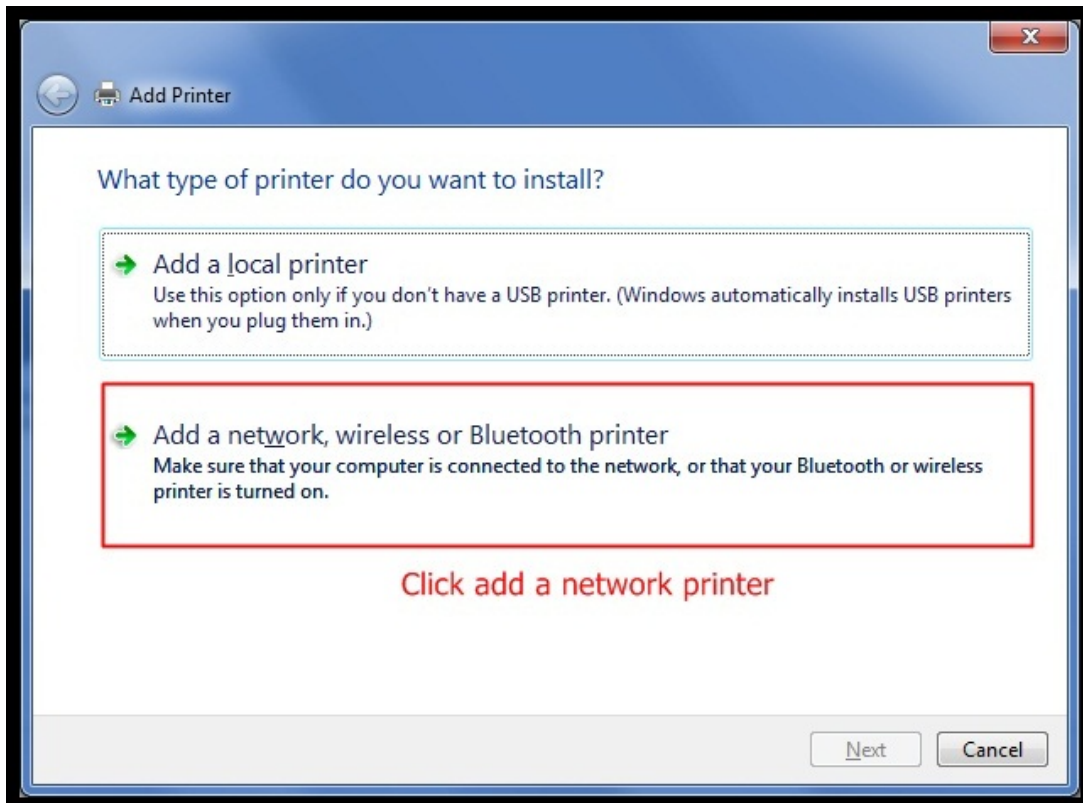


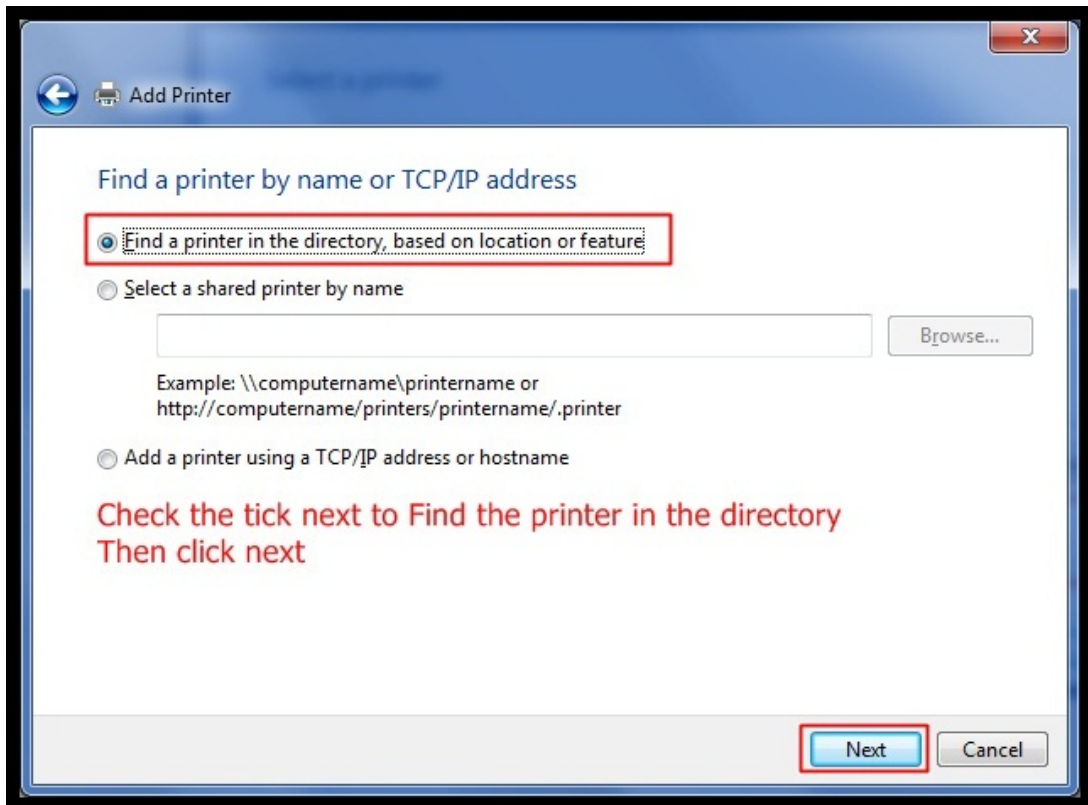
## Adding a Printer in Windows 7

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

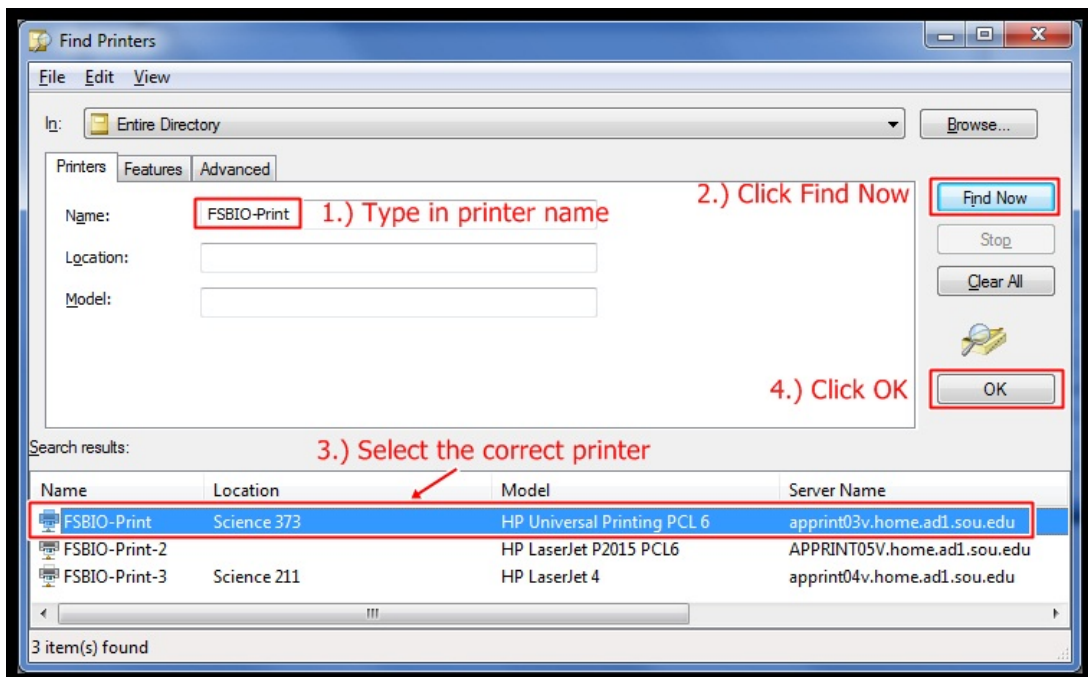
### Adding a network printer in Windows 7:







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 FS BIO-PRINT). If you cannot find the printer information card, ask a co-worker that prints to the same printer if they can look up the name for you.



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.**