How to Add a Printer from the Print Server

- 1. Click the start button in the lower left-hand corner
- 2. In the search bar, type <u>\\fasd-print</u> and hit the enter key
- 3. This will open the following window:



- 4. From here, scroll down and double-click on the desired printer.
 - Printers are listed by room number in the following format:
 - HS-100 Printer Type
- 5. The following installation window will display:

Windows Printer Installation	×
Connecting to HS-109 - HP P1606DN on fasd-print	
Looking for a driver	
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6. Once the installation is finished, you will see the following window:

	HS-109 -	- 🗆 ×				
Printer Document View						
Document Name	Status	Owner	Pages	Size	Submitted	
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