IESL/FORTH Printing ver 1.0

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General

This document assumes you have the following versions:

• Operating Systems: Windows 7,8,XP,10

Step 1

Go to Start in the menu bar

Then select Devices and Printers

Select Add printer

- 0 13 COC 1 + Control Panel + Hardware and Sound + Devices and Printers + Search Devices and Printers Q Add a device Add a printer . - 12 · Devices (7) n

Step 2

The following screen appears. Select Add a network, wireless or Bluetooth printer.



Click Next

The following screen appears. Click on **The printer that I want isn't listed** and choose next.

			23
	🖶 Add Printer		
0			
	Searching for available printers		
	Printer Name	Address	
	HP LaserJet 4050 Series (Hewlett-Packard)	139.91.197.110	
	🖶 HP Color LaserJet CM1312nfi MFP (Hewlett	139.91.197.126	
_		Stop	
- 1			
- 1	The printer that I want isn't listed		
- 1			
		Next Car	ncel

Step 4

Choose Browse for a printer... and click Next

	— ×-
🚱 🖶 Add Printer	
Find a printer by name or TCP/IP address	
Browse for a printer	
Select a shared printer by name	
\\adc-2.iesl.forth.gr	Browse
Example: \\computername\printername or http://computername/printers/printername/.printer	
Add a printer using a TCP/IP address or hostname	
Next	Cancel

The following screen appears. Type <u>\\print-server.iesl.forth.gr</u> and click **Select**.

🔶 🖶 Add Printer		×			
Find a printer b	by other options				
O My printer is a lit	ittle older. Help me find it.				
Select a shared p	Select a shared printer by name				
	Browse				
Example: \\co	computername\printername or				
http://comp	outername/printers/printername/.printer				
O Add a printer usi	sing a TCP/IP address or hostname				
🗊 Please select the networ	rk printer you want to use and click Select to connect to it	×			
	Network V 🗸 Search Network	Q			
Organize 💌					
This PC	\sim Computer (10)	^			
Desktop					
Documents					
🖶 Downloads					
b Music	DELLIVERY				
Pictures					
Videos					
Backup Volume					
Data Volume (E:)	GEORGP-PC				
OVD RW Drive (F					
💣 Network					
🔩 Homegroup 🗸 🗸	, 2	~			
Prin	er \\print-server.iesl.forth.gr	~			
	Select	Cancel			

Enter your email, your password and tick **Remember my credentials**.

Then click **Next**.

	Windows Security
ľ	Enter Network Password Enter your password to connect to: adc-2.iesl.forth.gr
	username@iesl.forth.gr ••••• Domain: iesl.forth.gr \overrightarrow{V} Remember my credentials
r	😣 Logon failure: unknown user name or bad password.
t	OK Cancel

Step 6

List of IESL/FORTH printers:

Building/Location	Printer Name	Model		
Stepc	lphoton	Hp black&white laserjet		
		4250 with duplex unit		
		installed		
Stepc	Нр2025	HP Color Laserjet 2025 with		
		duplex unit installed		
Stepc	lpchroma	Xerox Phaser 6350 color		
		printer with duplex unit		
		installed		
D120/Computer Center	Lp400	HP Laserjet lp400		
		black&white with duplex		
		unit installed		
D120/Computer Center	lcolor	HP Color Laserjet 500 with		
		duplex unit installed		

Select a printer from the list above and click **Select**.

Please select the network printer you want to use and click Select to connect to it									
Solution → Network → adc-2.iesl.forth.gr → 4/2			Search adc-	2.iesl.fortł	n.gr				
Organize 🔻					≝= ₩= ▼		0		
☆ Favorites ■ Desktop ■ Downloads	Ż	HP LaserJet 4050 Series P	CL6						
Recent Places	-	hp2025							
📜 Libraries 📄 Documents 🎝 Music	-	lcolor							
 Pictures Videos 	Ż	lpc4500							
輚 Homegroup	Ż	lphoton							
🖳 Computer		plotter							
🗣 Network									
Printe	r			Select		Cancel	•		

The following screen appears. The printer will be installed.



Step 8

The following screen appears. Click Next.



The following screen appears. Click on **Finish**.

