

# 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

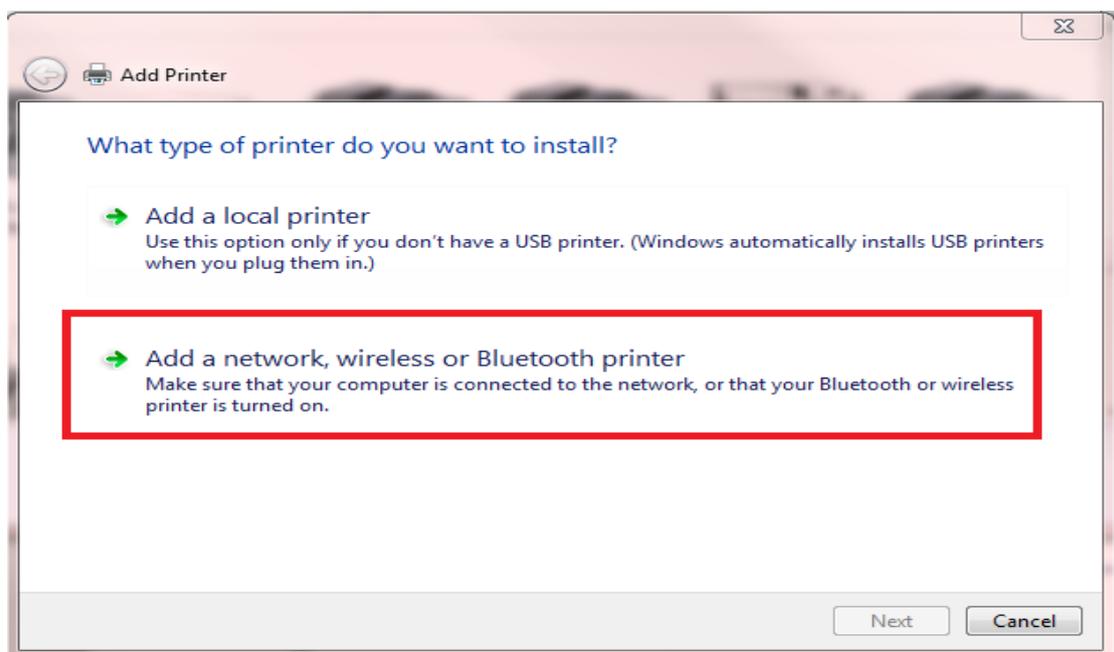
Then select **Devices and Printers**

Select **Add printer**



## Step 2

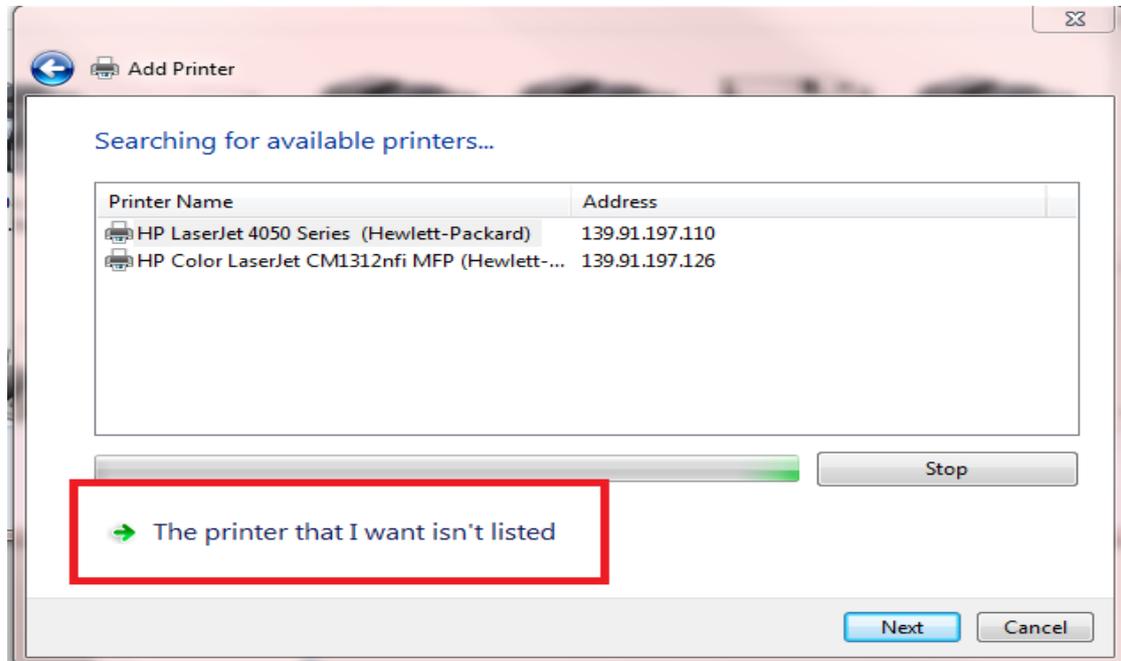
The following screen appears. Select **Add a network, wireless or Bluetooth printer**.



Click **Next**

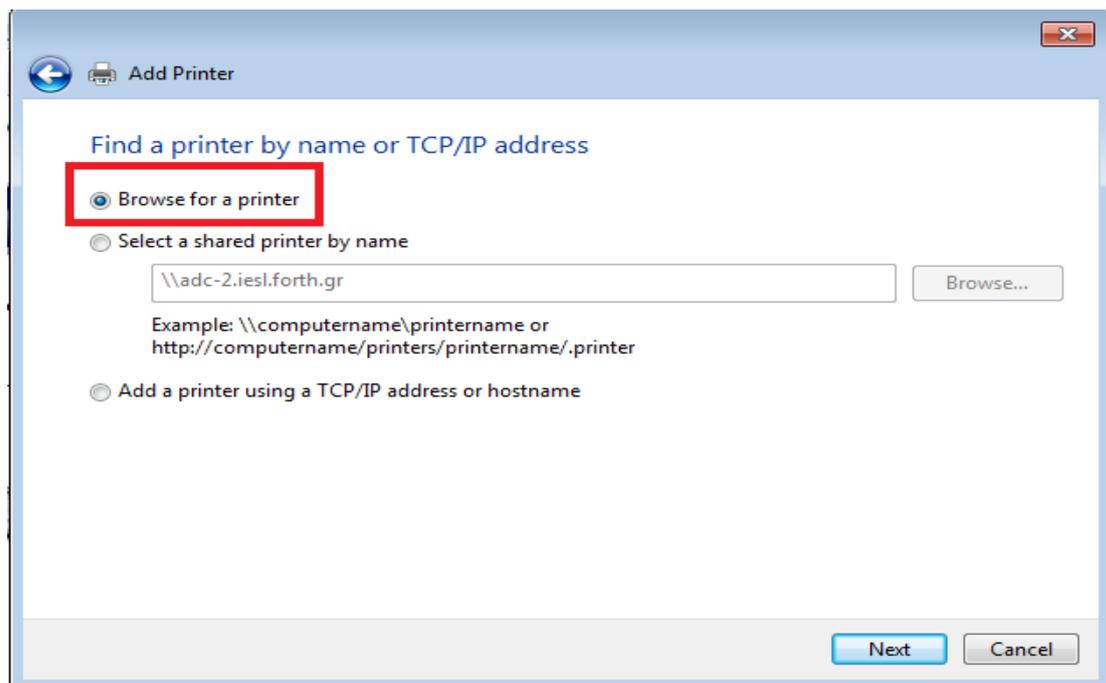
## Step 3

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



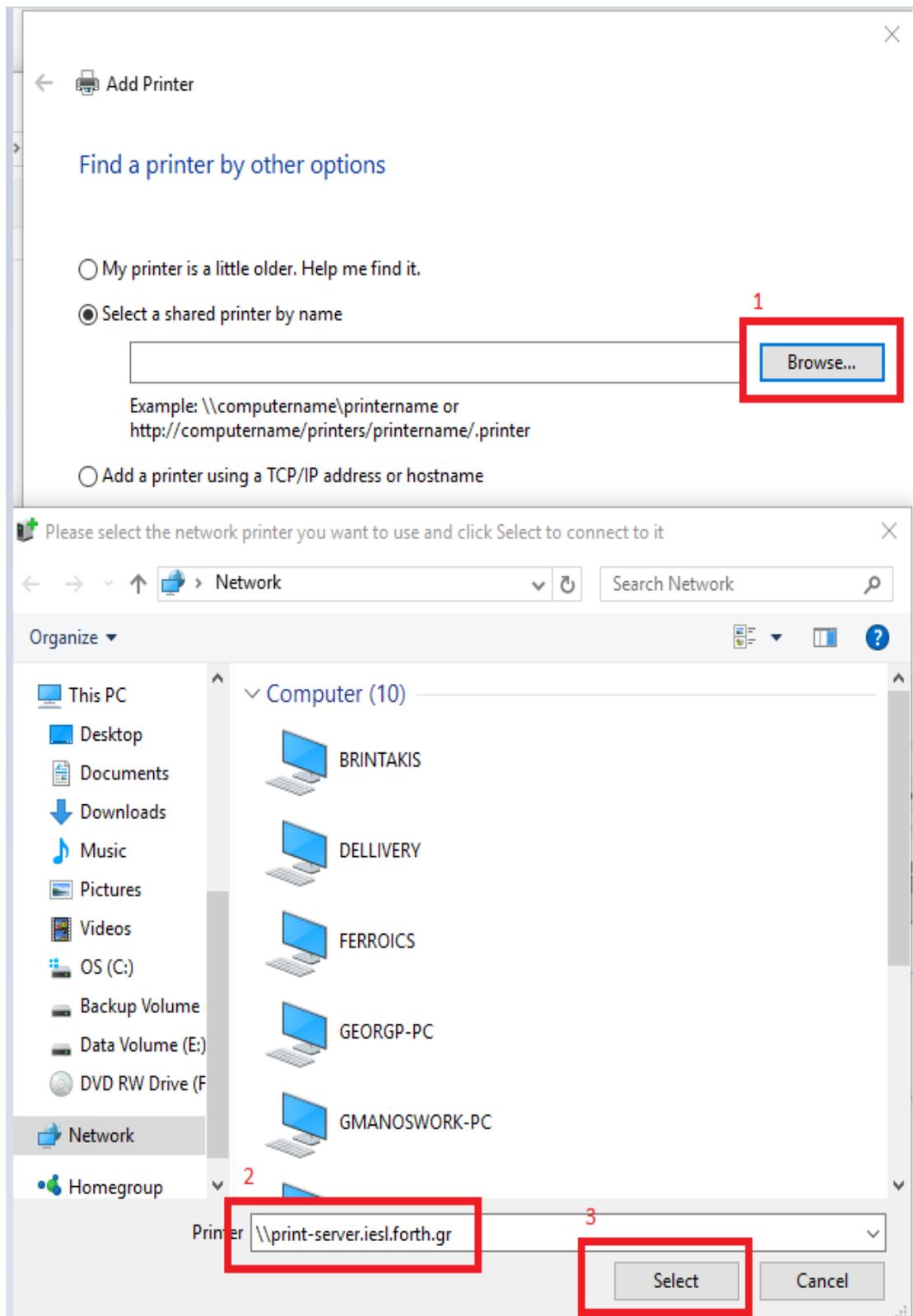
## Step 4

Choose **Browse for a printer...** and click **Next**



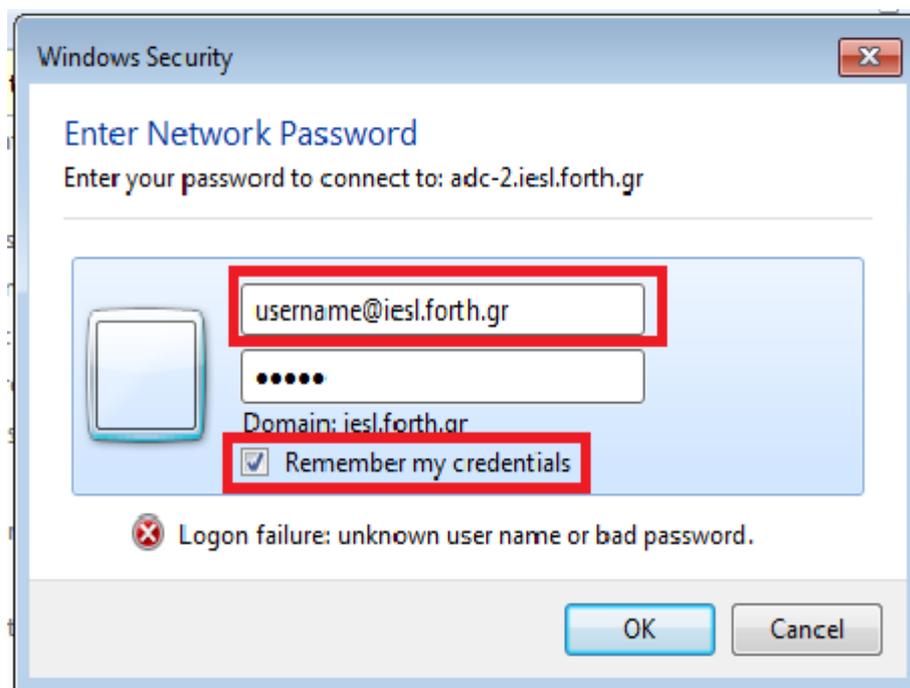
## Step 5

The following screen appears. Type [\\print-server.iesl.forth.gr](http://print-server.iesl.forth.gr) and click **Select**.



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

Then click **Next**.

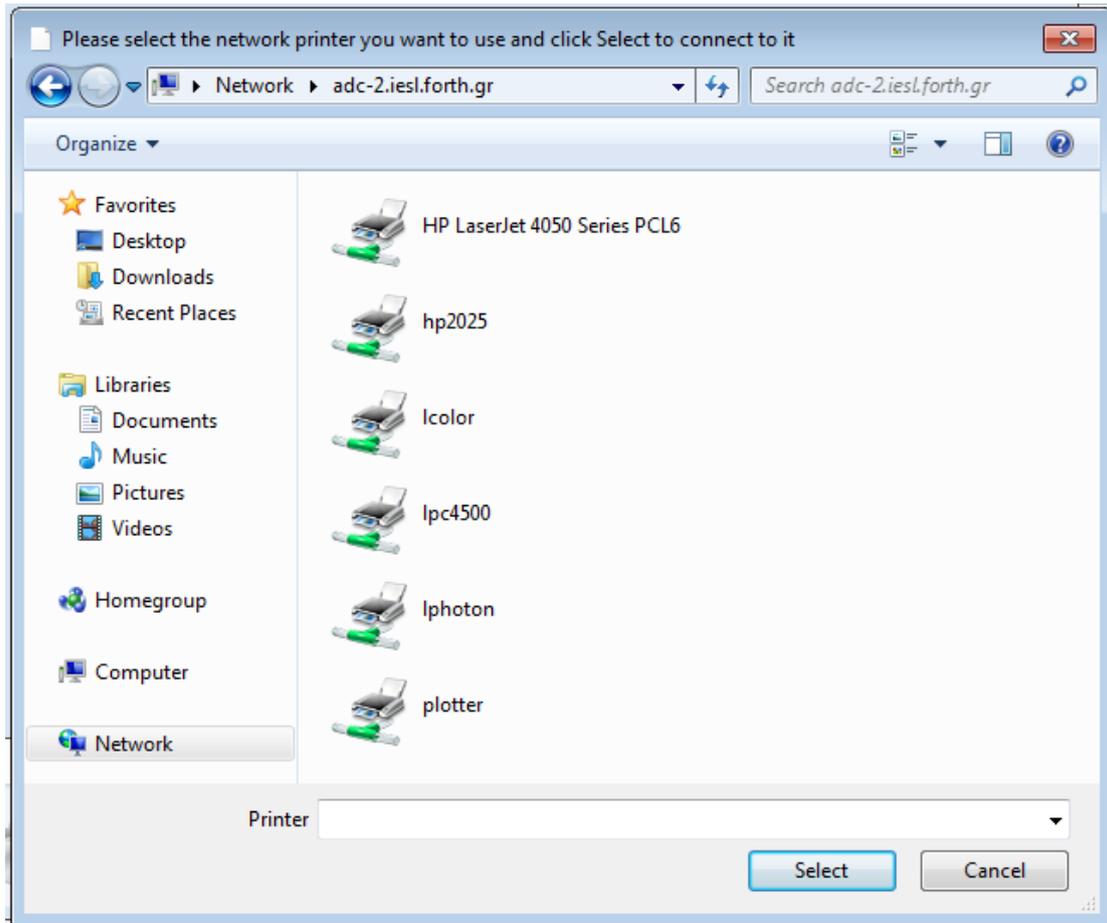


## Step 6

List of IESL/FORTH printers:

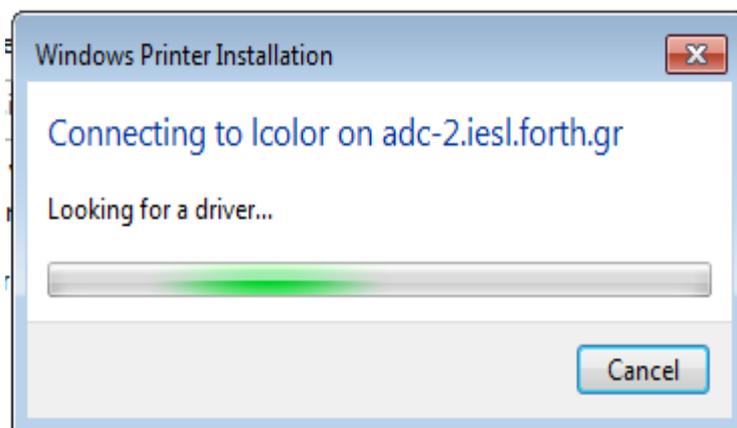
Building/Location	Printer Name	Model
Stepc	lphoton	Hp black&white laserjet 4250 with duplex unit installed
Stepc	Hp2025	HP Color Laserjet 2025 with duplex unit installed
Stepc	lpchroma	Xerox Phaser 6350 color printer with duplex unit installed
D120/Computer Center	Lp400	HP Laserjet lp400 black&white 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**.



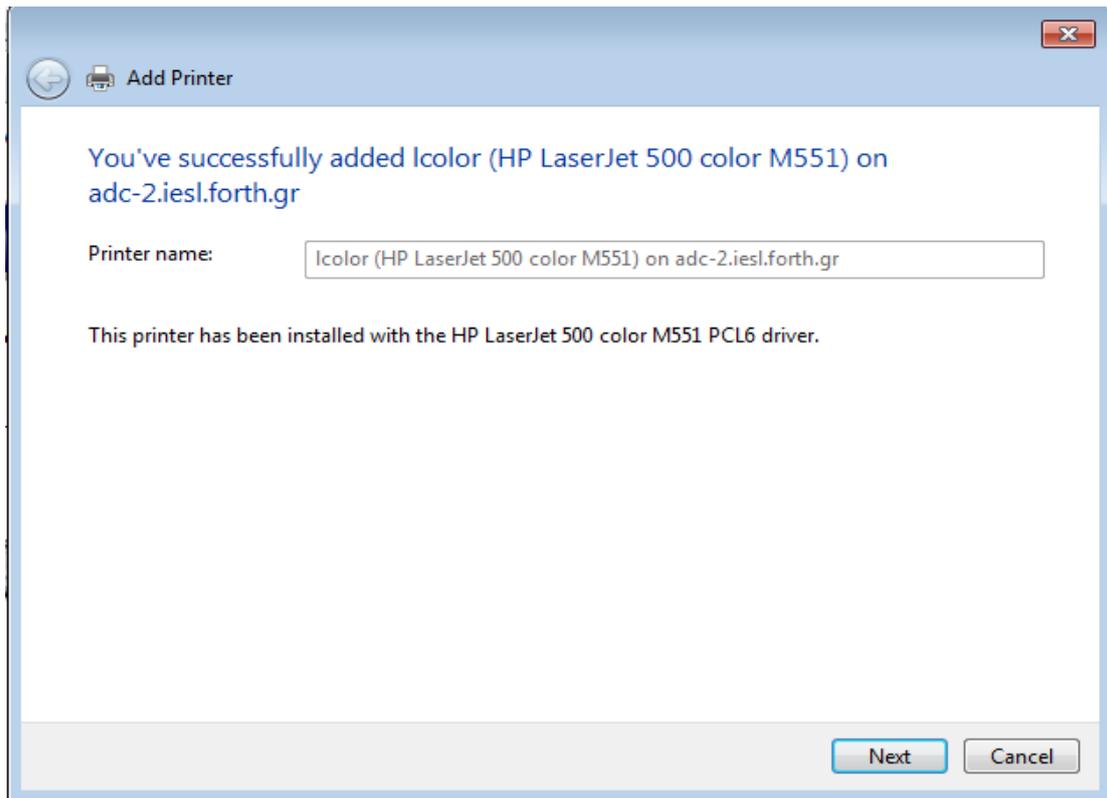
## Step 7

The following screen appears. The printer will be installed.



## Step 8

The following screen appears. Click **Next**.



## Step 9

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

