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.

![Image of Add Printer screen showing The printer that I want isn't listed]

Step 4

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

![Image of Add Printer screen showing Browse for a printer option]
Step 5

The following screen appears. Type `\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:

<table>
<thead>
<tr>
<th>Building/Location</th>
<th>Printer Name</th>
<th>Model</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stepc</td>
<td>Iphoton</td>
<td>Hp black&amp;white laserjet 4250 with duplex unit installed</td>
</tr>
<tr>
<td>Stepc</td>
<td>Hp2025</td>
<td>HP Color Laserjet 2025 with duplex unit installed</td>
</tr>
<tr>
<td>Stepc</td>
<td>Ipchroma</td>
<td>Xerox Phaser 6350 color printer with duplex unit installed</td>
</tr>
<tr>
<td>D120/Computer Center</td>
<td>Lp400</td>
<td>HP Laserjet Ip400 black&amp;white with duplex unit installed</td>
</tr>
<tr>
<td>D120/Computer Center</td>
<td>Icolor</td>
<td>HP Color Laserjet 500 with duplex unit installed</td>
</tr>
</tbody>
</table>

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.