How to Add Faculty Lab Printer on a Windows 7 Computer

Start Button > Devices and Printers
After the teacher’s station has auto logged on and you have logged on as yourself to the computer, follow the directions below to add the faculty printer that will allow you to print in the lab.

Click on Add a printer
Click on Add a Network, wireless or Bluetooth printer – the bottom option.

Click on printer that I want isn’t listed – ignore the list of computers that are returned.
Click on Select a shared printer by name > Type in `\goprint1`.
Scroll down to find the printer you want to install that has the word Faculty at the end.

The following message will appear then click Next.
Click on Print a test Page

You've successfully added Sanford-121-Faculty on goprint1

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

Print a test page