

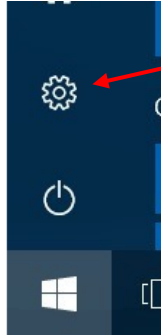
Adding a Printer to your PC

1. Find the name of the printer that you wish to add. Each printer should have a label on it which looks something like the one below:

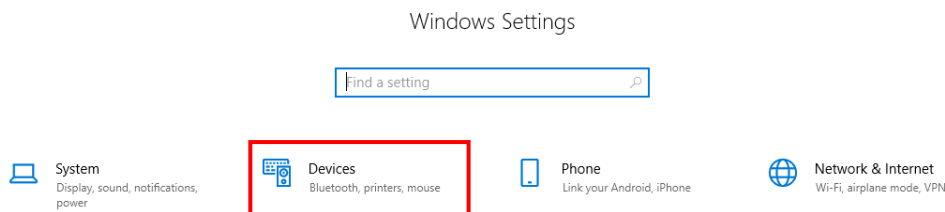


In this example the printer name is SRFS3000.

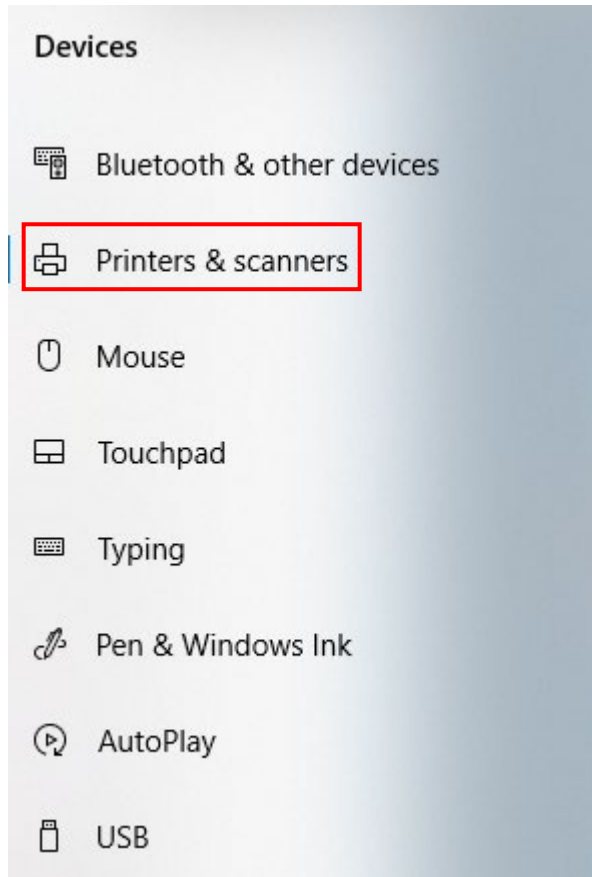
2. Click the Windows button in the lower left hand corner of your Windows desktop. Scroll up Windows Settings.
3. Click Windows Settings icon.



4. In Windows Settings, click on "Devices" category for printers:



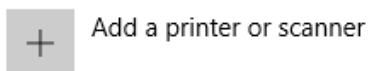
5. While in “Devices” category, select “Printers & Scanners”



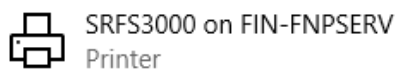
6. Click on “Add a printer or scanner”:

Printers & scanners

Add printers & scanners



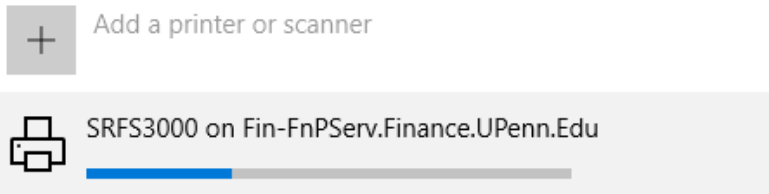
7. Scroll through list of printers on the network until you locate “SRFS3000 on FIN-FNPSERV” printer:



8. Click on the printer and select “Add device”

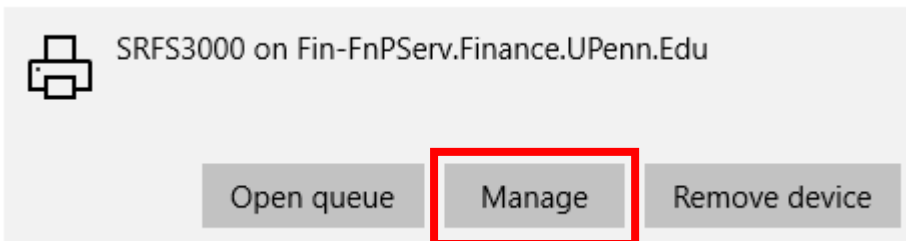


9. Printer drivers will automatically install:



10. Printer will be added to your list of existing “Printers & Scanners”

11. Click on the printer and select “Manage” for additional options including assigning the printer “Set as default”

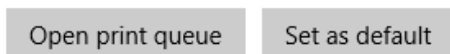


12. Click on “Set as default” to make it your primary printer.

🏠 SRFS3000 on Fin-FnPServ.Finance.UPenn.Edu

Manage your device

Printer status: Idle



[Print a test page](#)

13. Click on “Print a test page” and verify that the page prints to the newly added printer.