Install Network Printer in Windows 7

To install a network printer in Windows 7, you first have to open the GVSU Printers folder.

The most common method for doing this is to double-click on the GVSU Printers folder icon on the Windows Desktop area.

Note: If you do not see the GVSU Printers folder icon on the Windows Desktop, look for the OFFICE DFS folder icon. If you see that icon on your desktop, double-click it to open in. Inside, you should see the GVSU Printers folder icon. Double-click that folder as well to open it.

Note: If you do not see either of these folders, click on the Windows logo in the bottom-left corner of the screen. From here, click on Computer. Once this window opens, click in the address bar at the top of the window and delete anything that is there. Once you have done this, type the following into the address bar and hit enter: \office\dfs\gvsu-printers
Once you have the GVSU Printers folder open, you should have a window similar to the one below. It will have a folder with your department name. This is where your department printers are located. There should also be a XEROX Copiers folder. This is where you can install a Xerox copier/printer if your office has one.

Double-clicking the folder with your department name will open a window similar to the one below.
To install a printer once inside the Department folder, find the printer you wish to install and double-click the link.

* A similar method is done for the Xerox printers except that you will need to select the Campus and Building locations also.

It may take a moment, but you will see a popup like the one below.
If the computer needs to install the printer driver, you will see a message like the one below. Click the Install driver button to continue the Install. Another screen will appear that shows the driver being installed.

Once the printer is installed and ready to use, the print queue window will appear. You can just close this window.

Now that the printer is installed, it will show up in the available printers listing in your programs and in the Devices and Printers control panel on your computer.