

## How to Request Access to an FPS Network Printer

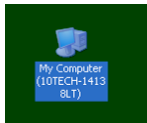


Figure 1

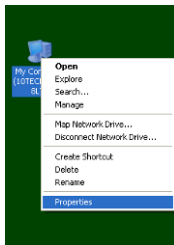


Figure 2

- 1.) Locate the **My Computer** icon on your desktop
  - a. If there is a number below the wording then this is your computer name. In the example on the left the full computer name is **10TECH-14138LT** (fig. 1)
  - b. If there is no number then go on to step 2

- 2.) *Right click* the **My Computer** icon (Fig. 2)

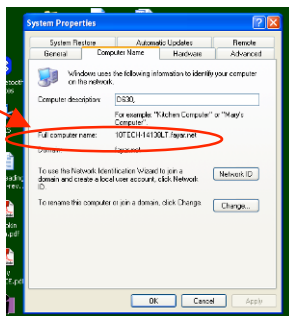


Figure 3

- 3.) Click **Properties**

- 4.) Click the **Computer Name** tab (Fig. 3)  
The full computer name is in the middle of this box.

Please email your request including the information below to [christine.wilken@fayar.net](mailto:christine.wilken@fayar.net), Accounts Manager, FPS

- 1.) Include in your email:
  - a. Your full computer name
  - b. your building name
  - c. the model name (i.e. HP, Dell, Konica Minolta)
  - d. location of the printer (i.e. office, workroom , CART #)
  - e. If you know the name of the printer you may include it, but with the above information Christine can likely assist you if needed. She will contact you if she has a question.
- 2.) Christine will contact you once she has added the network printer to your machine and ask you to reboot for the changes to take effect.