SDS Network Printer Instructions

Before you can print to the SDS network printer, you will need to add the print driver to your desktop. Once the print driver is added, you will be able to select printer FL11491 when you want to send a test and intake form to the printer in the SDS office.

To add the SDS print driver to your desktop:
1. Go to Start then type in Control Panel in the search bar
2. Click on Devices and Printers
3. Click on Add a Printer then click on "The printer that I want isn't listed"
4. Click Select a shared printer by name
5. In the Name box, you will need to enter the printer name (\\print1\FL11491)
6. Click Select (or browse)
7. Click Next
8. If asked," Choose whether you want this printer to be your default printer" click no
9. Click on Finish

Things to remember

- You will need to select the FL11491 printer each time you want to send a test and intake form to the SDS printer.
- When printing the next item after printing to the SDS printer, you will need to select the printer your normally use to avoid printing to the SDS printer again.
- Do not forget to include the Test Intake form along with the test.
- Test and Intake forms need to be sent by 2:00pm the business day prior to the scheduled test time.
- For assistance with installing the printer, please call the Service Desk at 7460.
- For questions or assistance with ADA accommodations, please call Student Disability Services at 7577.