

A LIBRARY PRINTER ON YOUR PERSONAL COMPUTER

USER GUIDE

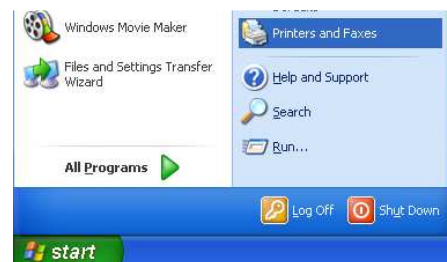
In the Maurits Sabbe Library, you can send print jobs from your personal computer to a copier in the library. This guide helps you to install and use such a copier as a printer on your personal computer.

Read these **important remarks**:

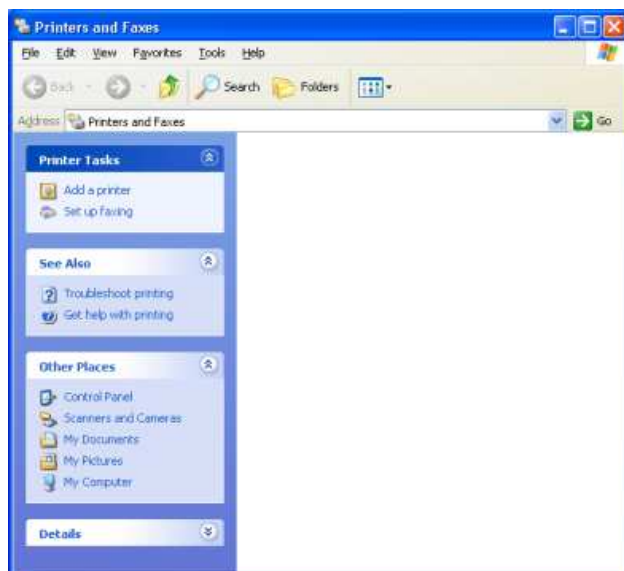
- Until further notice, this functionality requires a personal computer driven by a Windows operating system, no Mac or Linux.
- For installation, you need administrator rights on your computer.
- Before installation, be sure you have internet access with your internet browser (log on at <http://netlogin.kuleuven.be>).

INSTALLATION FOR WINDOWS XP

Click on the **Start** button and go to **Printers and faxes**.

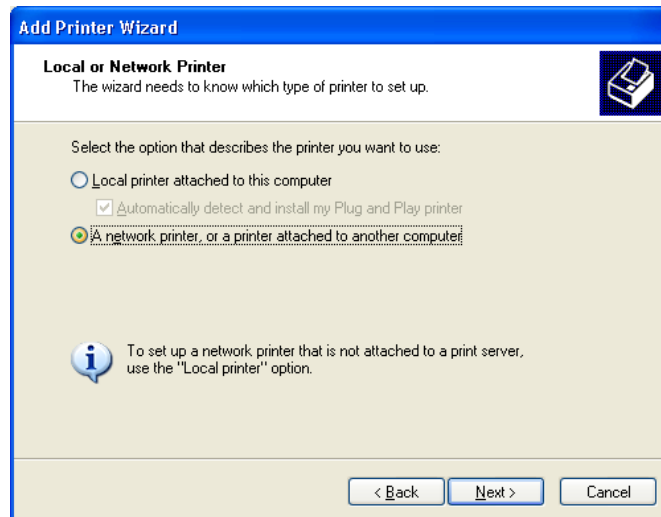


Click on the **Add printer** Button.



The **Add printer wizard** will appear, click on **Next**.

Now, on this screen select **Network printer** and click **Next**.



Click on **Specify this printer** and fill in one of these paths:

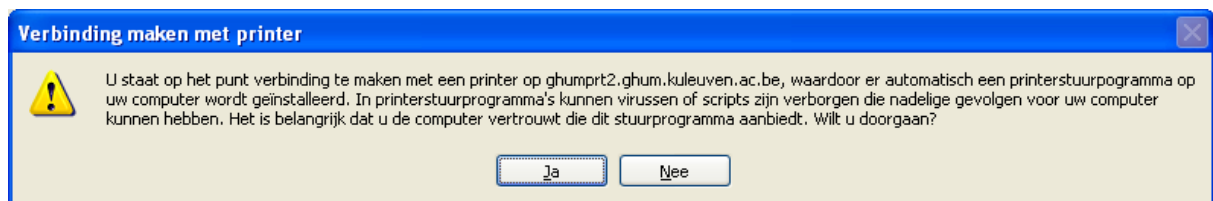
- <\\ghumprt2.ghum.kuleuven.ac.be\PGBIB1> (Copier *GBIB 1*);
- <\\ghumprt2.ghum.kuleuven.ac.be\PGBIB3> (Copier *GBIB 3*).

Click **Next** and, if asked for, fill in the username and password:

- Username : guest
- Password : blanco

A window will appear asking you to install the driver software.

Click **Yes** to continue.



Click **Finish** to end the installation.

INSTALLATION FOR WINDOWS VISTA

Click on or select each of the following buttons, one after the other:

- **Windows (start) button** ;
- **Control Panel** (*Configuratiescherm*);
- **(Hardware and Sound)** (*Hardware en geluiden*);
- **Printer** (*Printer*);
- **Add a printer** (*Een printer toevoegen*);
- **Add a network, wireless or Bluetooth printer** (*Een netwerkprinter ... toevoegen*);
- **"The printer that I want isn't listed"** (*"De printer die ik wil toevoegen, staat niet in de lijst"*);
- **"Select a shared printer by name"** (*"Een gedeelde printer op naam selecteren"*).

Fill in one of these paths:

- <\\ghumprt2.ghum.kuleuven.ac.be\PGBIB1> (Copier *GBIB 1*);
- <\\ghumprt2.ghum.kuleuven.ac.be\PGBIB3> (Copier *GBIB 3*).

Click **Next** and, if asked for, fill in the username and password:

- Username : guest
- Password : blanco

A window will appear asking you to install the driver software. Click **Install driver**.

Another window will ask for your permission to continue. Click **Continue, Next** and **Finish**.

GETTING TO WORK

Select successively on the copier:

- **Mailbox** or **Afdrukken** ;
- The account name used when logging into the pc.

Please, do not forget to delete your document(s) when finished. Otherwise, they will be left open to public viewing.