

Printer Guide Mercantec Students

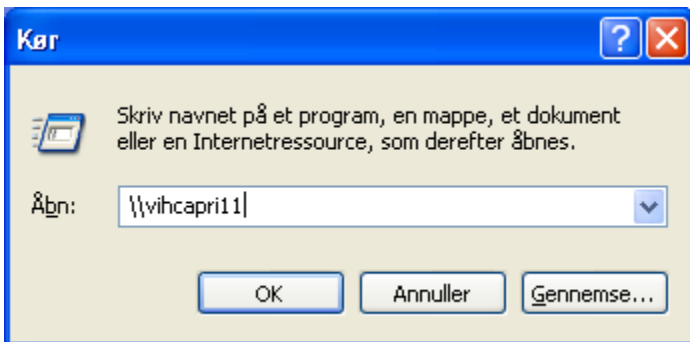
Please note: this printer installation guide is in English, but the screen pictures are taken from a Danish Windows XP.

When you install a Mercantec global.local printer on your own computer you must:

- **be sure you have an Internet connection! Test with Google first.**

Then do this:

1. **Click on Windows Start button and write \\vihcapri11.global.local** in the search field (vista, win7) or in the Run field for XP.



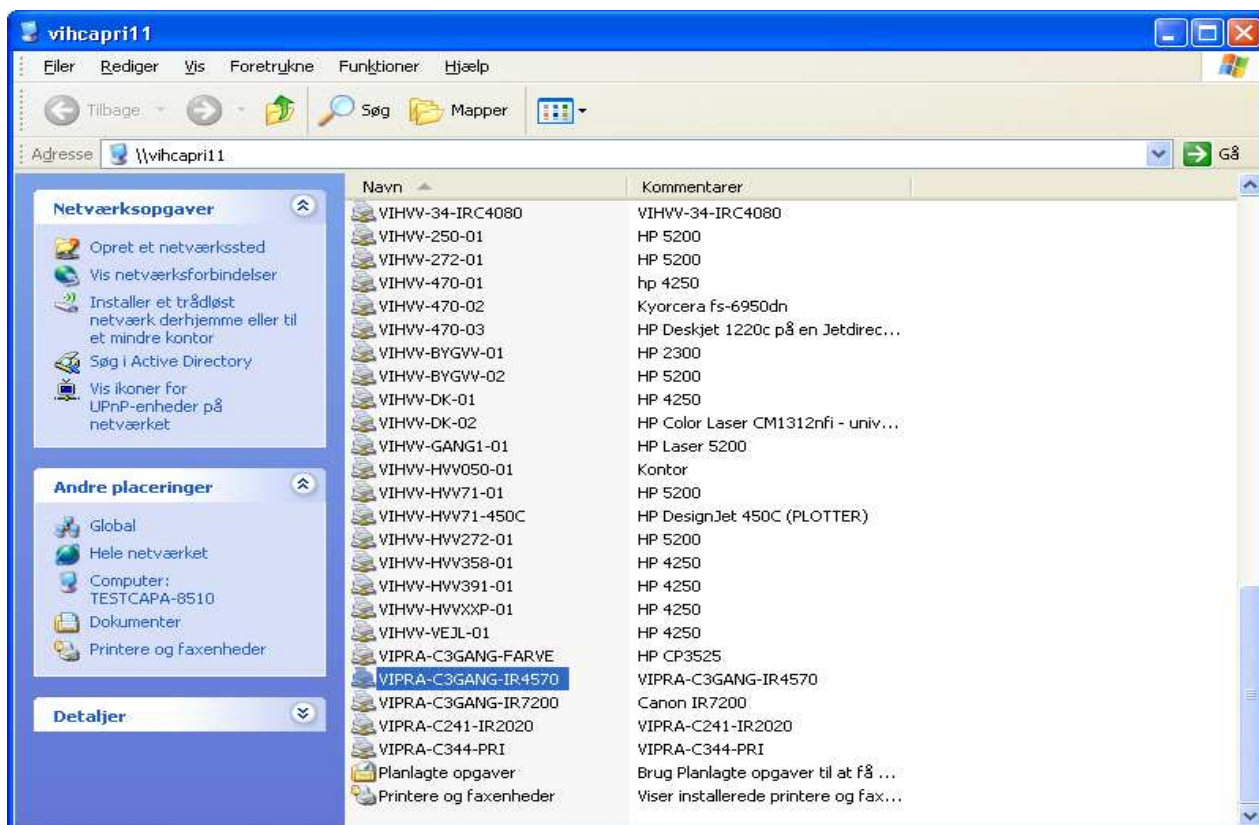
2. You may be asked to provide a user name and password. Write your username with "Global" in front of it.

Like this:

Username:	GLOBAL\your-user-name
Password:	*****

Now a window should open with a lot of printer icons. Find the printer you want to use and double-click on it.

Wait while the drivers are installed on your computer.



All of the printers are named after location + area, or location + department.

For example: **VIPRA-C3GANG-IR7200**

This name means "Viborg Prinsens alle" + C300 area + Printer model IR7200

(Viborg Prinsens alle = Campus/VIA)

In the image above, you can see that I have selected the printer called:

VIPRA-C3GANG-IR4570

When I double-click on this printer, the drivers will be installed and after about 1 minute, the printer will be ready for use.

Regards,

IT Dept.

Mercantec.