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.

Көг	? 🔀				
1	Skriv navnet på et program, en mappe, et dokument eller en Internetressource, som derefter åbnes.				
Å <u>b</u> n:	\\vihcapri11				
	OK Annuller <u>G</u> ennemse				

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

Like this:

	1
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.

😼 vihcapri11			
<u> </u>	Funktioner Hjælp		**
🌀 Tilbage 🕤 🜍 🔨 🍠	🗢 Søg 🌔 Mapper		
Adresse			S 💽 63
: Hourease 3 (Municabult			
	Navn 🔺	Kommentarer	<u> </u>
Netværksopgaver 🏷	Sector 24-1824080	VIHVV-34-IRC4080	
Onret et netværkssted	Sector 250-01	HP 5200	
	Sec. VIHVV-272-01	HP 5200	
vis netværksi orbindelser	S VIHVV-470-01	hp 4250	
Installer et trădiøst peturark derbierene eller til	📚 VIHVV-470-02	Kyorcera fs-6950dn	
et mindre kontor	📚 VIHVV-470-03	HP Deskjet 1220c på en Jetdirec	
San LActive Directory	📚 VIHVV-BYGVV-01	HP 2300	
A Vis koner fer	🙈 VIHVV-BYGVV-02	HP 5200	
UPnP-enheder på	📚 VIHVV-DK-01	HP 4250	
netværket	😹 VIHVV-DK-02	HP Color Laser CM1312nfi - univ	
	📚 VIHVV-GANG1-01	HP Laser 5200	
	🚉 VIHVV-HVV050-01	Kontor	
Andre placeringer 🏾 🛞	🗟 VIHVV-HVV71-01	HP 5200	
- Clobal	🗟 VIHVV-HVV71-450C	HP DesignJet 450C (PLOTTER)	
alobal	📚 VIHVV-HVV272-01	HP 5200	
Hele netværket	VIHVV-HVV358-01	HP 4250	
Computer:	VIHVV-HVV391-01	HP 4250	100
TESTCAPA-8510	VIHVV-HVVXXP-01	HP:4250	
Dokumenter	SVIHVV-VEJL-01	HP 4250	
Printere og faxenheder	S VIPRA-C3GANG-FARVE	HP CP3525	
l la constante de la constante	VIPRA-C3GANG-IR4570	VIPRA-C3GANG-IR4570	
	SVIPRA-C3GANG-IR7200	Canon IR7200	三
Detaljer 📀	🗟 VIPRA-C241-IR2020	VIPRA-C241-IR2020	
	SVIPRA-C344-PRI	VIPRA-C344-PRI	
	Planlagte opgaver	Brug Planlagte opgaver til at få	
	Service of faxenheder	Viser installerede printere og fax	
			~

All of the printers are named after locatation + 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.