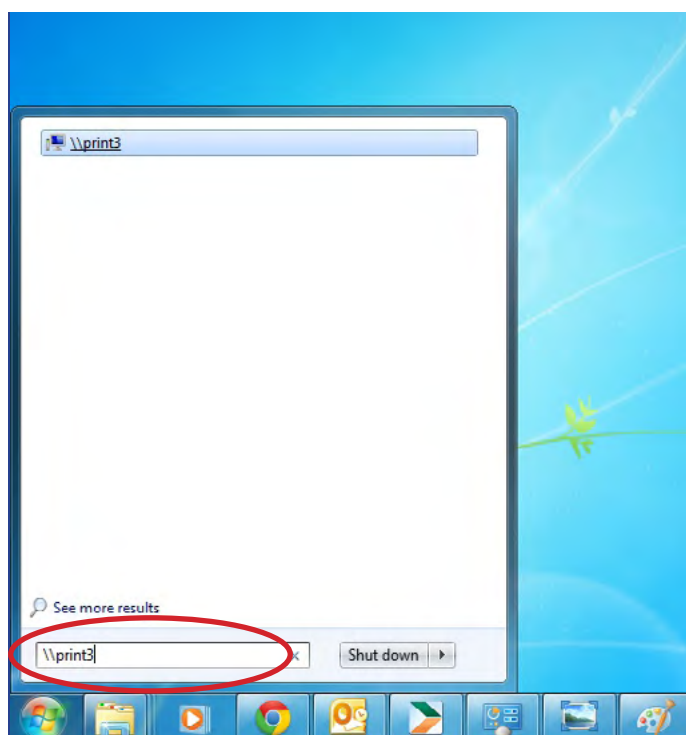


INSTALL PRINTER WINDOWS XP | WINDOWS 7

This guide will show you how to install a printer on your Windows computer. The procedure varies according to your location. However, employees from all BSS locations can find instructions regarding installation in this guide.

Due to security precautions, installing printers at Aarhus University

on private computers is not by default an option since the installation often requires access to the network through cable. Where possible, printers can be installed on private computers from a wireless network with access to the printers. Please contact your local servicedesk if you have questions regarding wireless installation of printers.



Begin by clicking the Windows menu and letting the cursor stay in the search field (In Windows XP, click the Start menu and choose 'Run'). The shortcut for this is **Windows key + r**.

Enter the network path for the print server according to your location:

Fuglesangs Allé:

\\print3

Nobelparken:

\\balder.hum.au.dk

Bartholins Allé

\\samprint eller \\samprint2

Tåsingegade:

\\balder.hum.au.dk, \\samprint eller \\samprint2

Now press **'Enter'**.

If you are asked to log in, you must provide your username, password and possibly 'domain\' in front of your username, e.g. 'ASB\kirk'.

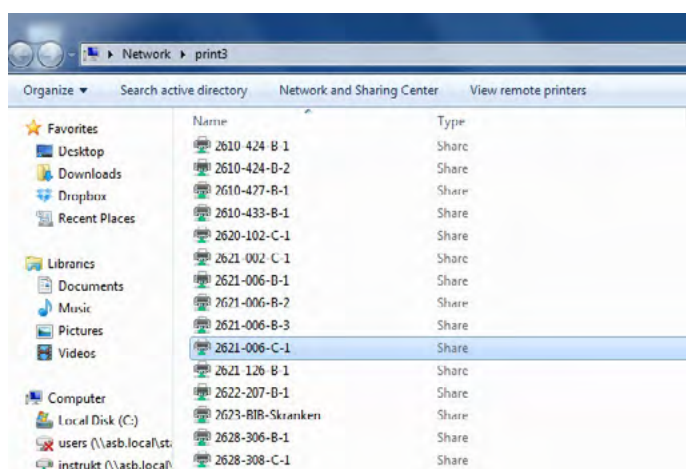
You will now see a list of all the printers available on the server (the view of which will depend on the settings on your computer).

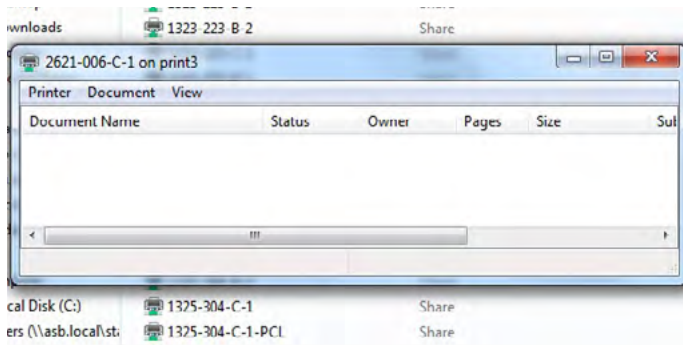
These are normally named according to their building and room number, ie.

2621 - 002 - C - 1
 Building | Room

B = Black/white
 C= Colour

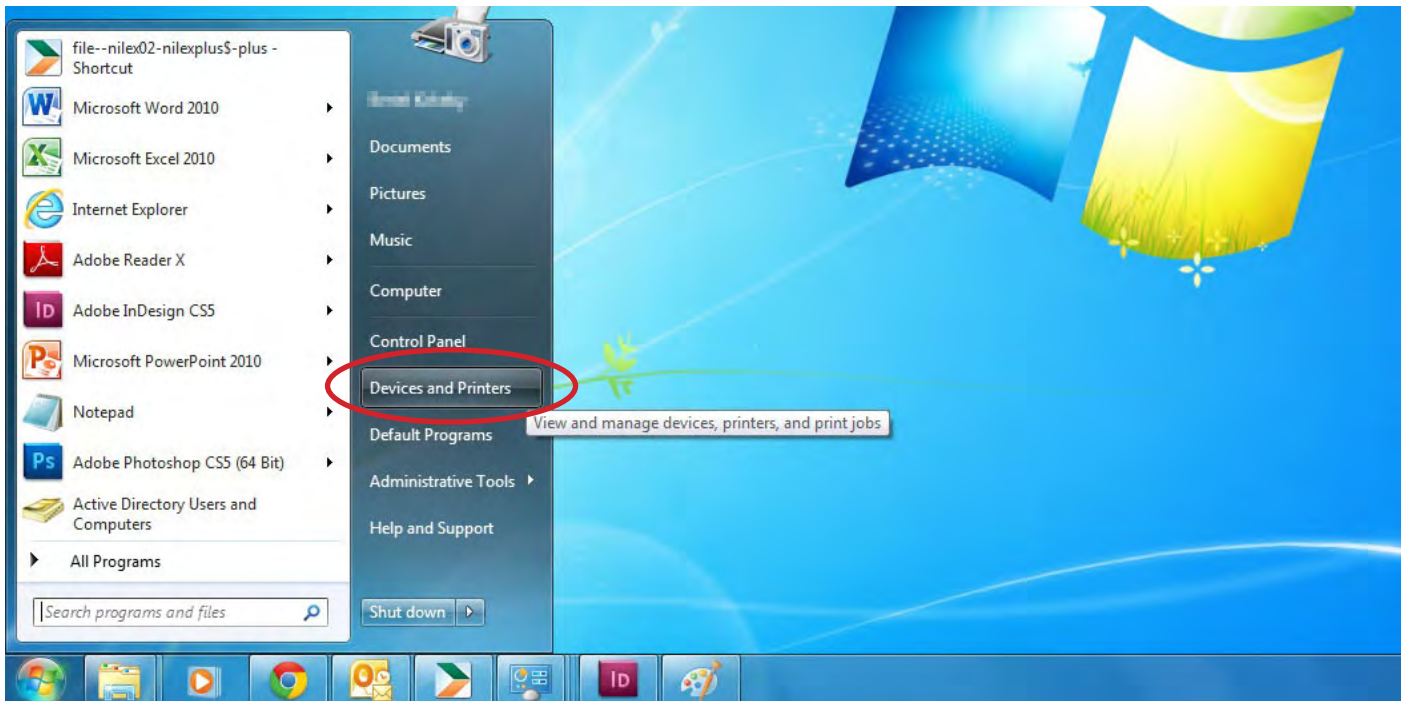
Double-click the printer you wish to install.





The printer will now be installed on your computer. Please note that it may take a moment for the installation to begin.

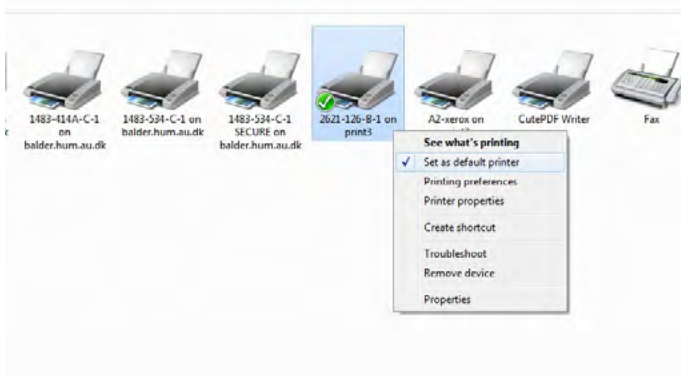
When the printer is installed, a window will open and show the **printer queue**.



SELECT DEFAULT PRINTER

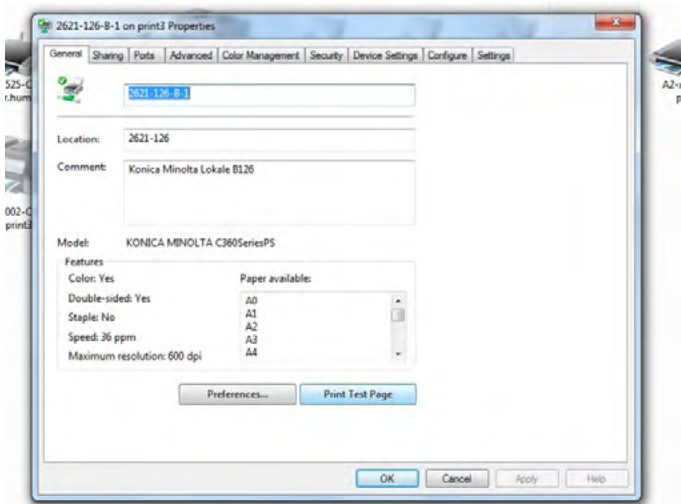
If you wish to set the printer as your default printer, you can do so in Devices and Printers where you can also adjust the settings for the printer.

Click the Windows menu and select '**Devices and Printers**' (The same applies to Windows XP).



Right-click the printer in question and select 'Set as default'.

Your computer will now print to this printer by default.



You can also **print a test page** from the printer list by going to printer properties.

Right-click the printer again and click '**Printer properties**'.

The window '<printer name> on <printserver> Properties' will now appear.

Click '**Print Test Page**'.

If you need technical support for the printer installation or if you have any questions regarding printer functionality, network, or the like, please contact your local IT servicedesk which you can find here:

<http://www.au.dk/en/facultiesdepartmentsetc/index/auit/>

THIS GUIDE HAS BEEN PRODUCED BY

ADVANCED MULTIMEDIA GROUP



Advanced Multimedia Group is a division under AU IT supported by student assistants. Our primary objective is to convey knowledge to relevant user groups through manuals, courses and workshops.

Our course activities are mainly focused on MS Office, Adobe CS and CMS. Furthermore we engage in e-learning activities and auditive and visual communication of lectures and classes. AMG handles video assignments based on the recording, editing and distribution of lectures and we carry out a varied range of ad hoc assignments requested by employees.

In addition, AMG offers solutions regarding web development and we support students' and employees' daily use of typo3.

PLEASE ADDRESS QUESTIONS OR COMMENTS REGARDING THE CONTENTS OF THIS GUIDE TO
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ANALYTICS GROUP



Analytics Group, a division comprised of student assistants under AU IT, primarily offers support to researchers and employees.

Our field of competence is varied and covers questionnaire surveys, analyses and processing of collected data etc. AG also offers teaching assistance in a number of analytical resources such as SAS, SPSS and Excel by hosting courses organised by our student assistants. These courses are often an integrated part of the students' learning process regarding their specific academic area which ensures the coherence between these courses and the students' actual educational requirements.

In this respect, AG represents the main support division in matters of analytical software.