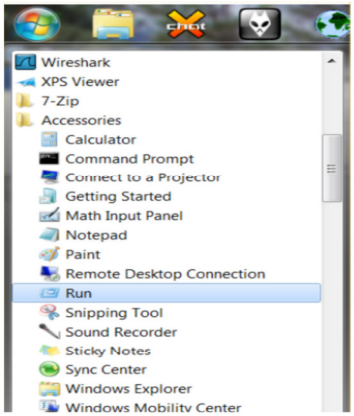
Printing Setup Instructions: WinXP, Win7 or Win8

Make sure you do not have an Administrator password on your laptop before you follow the wifi setup settings:



Windows XP

Start > **Run**

Windows 7

Start > **All Programs** > **Accessories** > **Run**

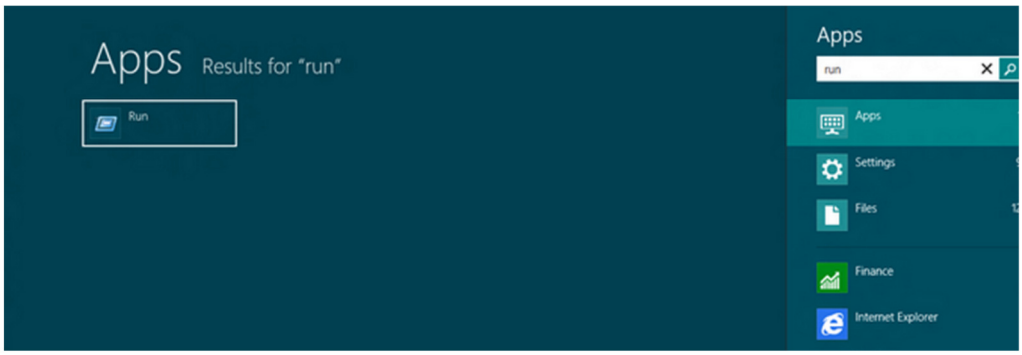
Windows 8

From the Desktop mode: Use Windows logo key + R shortcut keys

In desktop mode, press the Windows key and the **R** at the same time, to show the run command line.

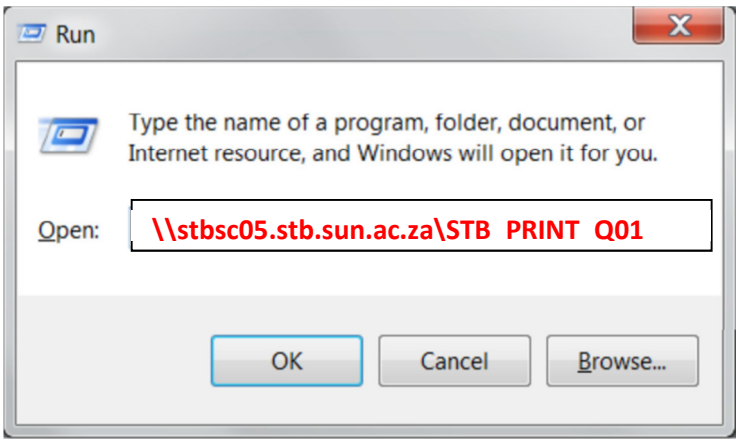
From the Charms Bar

Move your mouse to the upper right corner until the Charms Bar pops out. Select Apps from the list and type "run" in the search box. Click on Run from the search results.



In the Run window, enter the following address: **\\stbsc05.stb.sun.ac.za\STB_PRINT_Q01**

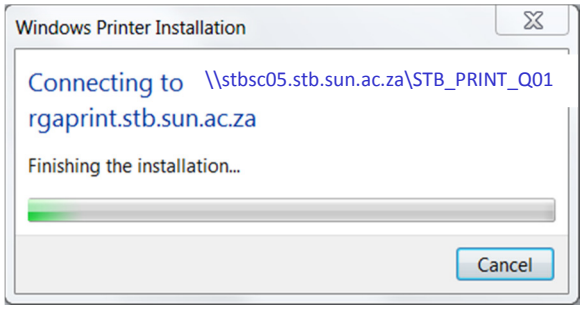
and click **OK**:



If prompted for username and password enter **stb\studentnumber** (e.g **stb\12345678**) as Username and your SU campus Password (e.g. MyMaties password).

If you cannot connect to SecurePrint server, disable your Administrator's password on your laptop. Thereafter, enter **stb\studentnumber** and your SU campus **password** again for successful connection to SecurePrint server.

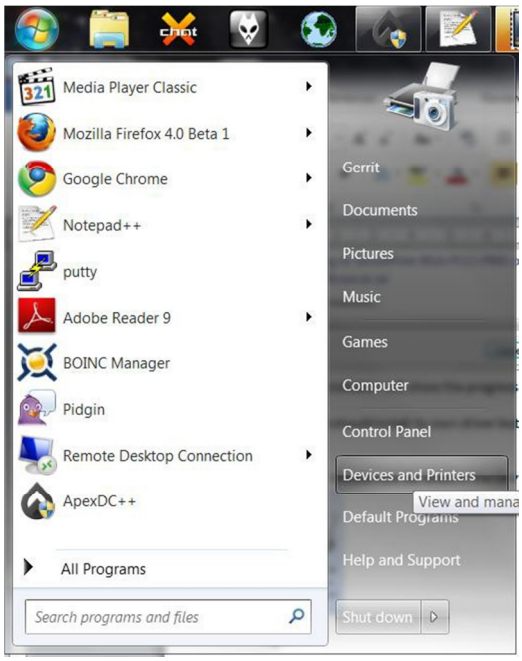
DO NOT tick `Remember my credentials' because you will not be able to connect to the SecurePrint server when your SU campus password changes.



A progress indicator will show the progress as the system connects and installs the printer.

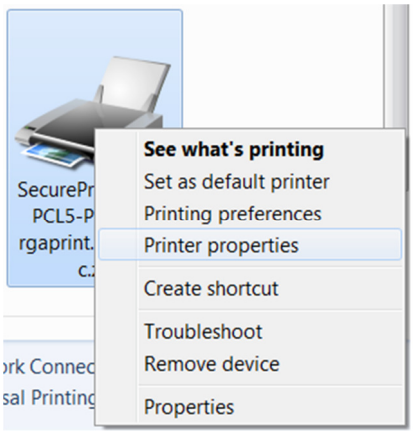
The system should install its own driver but if prompted you should select HP Universal Printing PCL 5 (v5.1).

Next go to Start > **Devices and Printers**

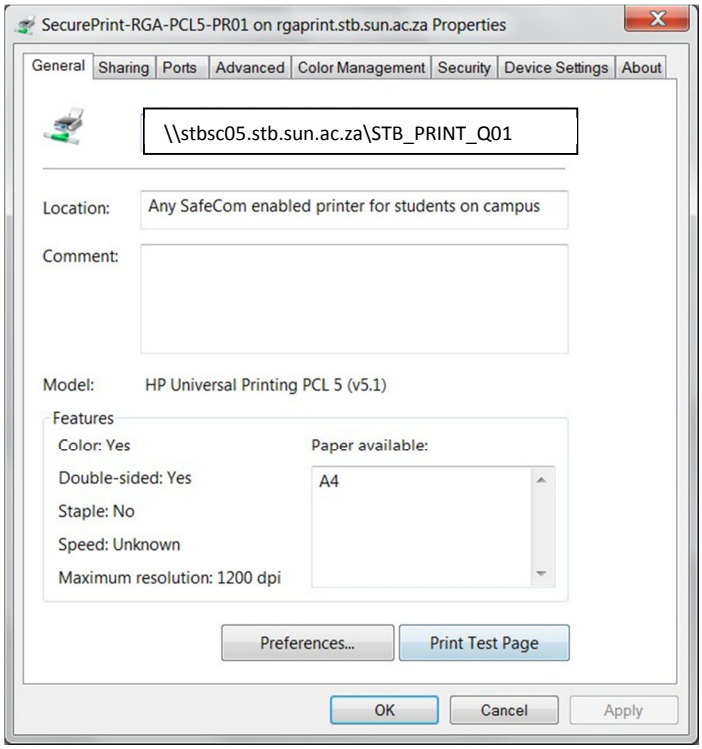


The printer should now be listed in the **Devices and Printers** window under **Printers and Faxes**:

Right click on the printer and click on **Printer properties**



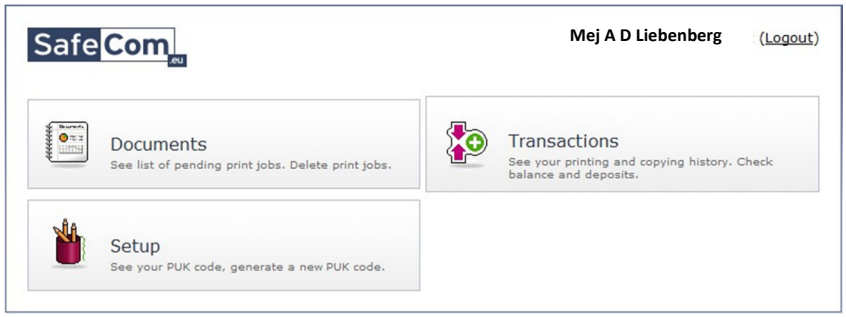
Click on **Print Test Page**



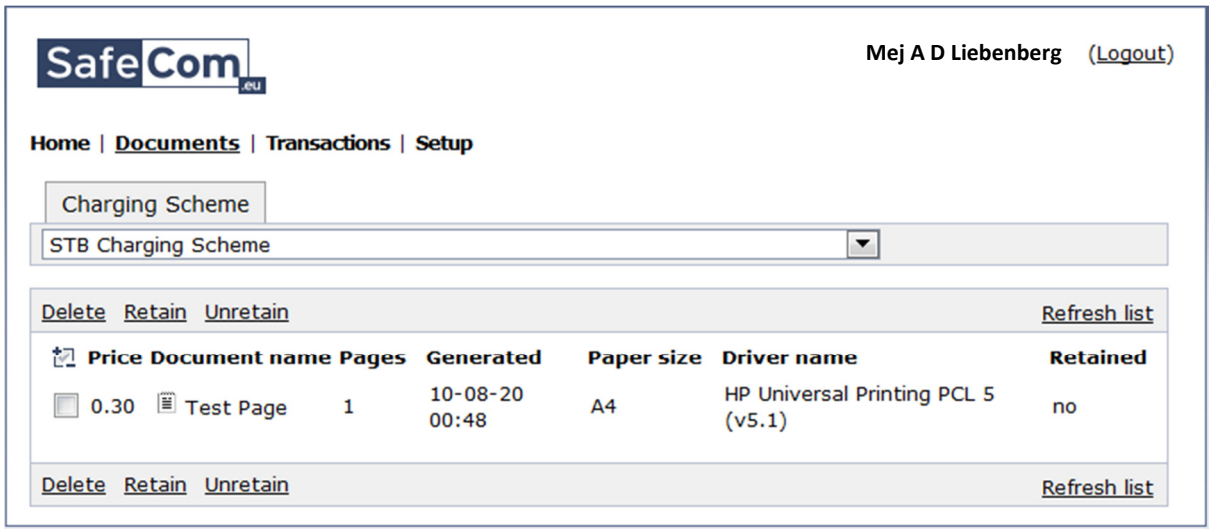
Open your browser and go to the following URL:
http://rgaprint.stb.sun.ac.za/safecom/

Log on with your **student number** and **password**.

Click on **Documents** to see a list of your pending print jobs:



You should see your test page listed:



From this screen you can manage your print jobs.

Congratulations, you have successfully set up SafeCom printing on your computer.