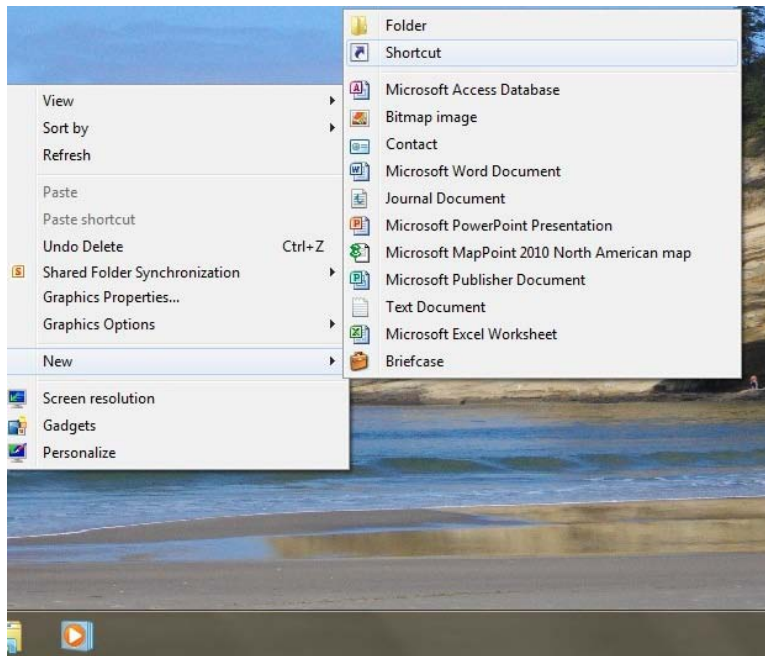


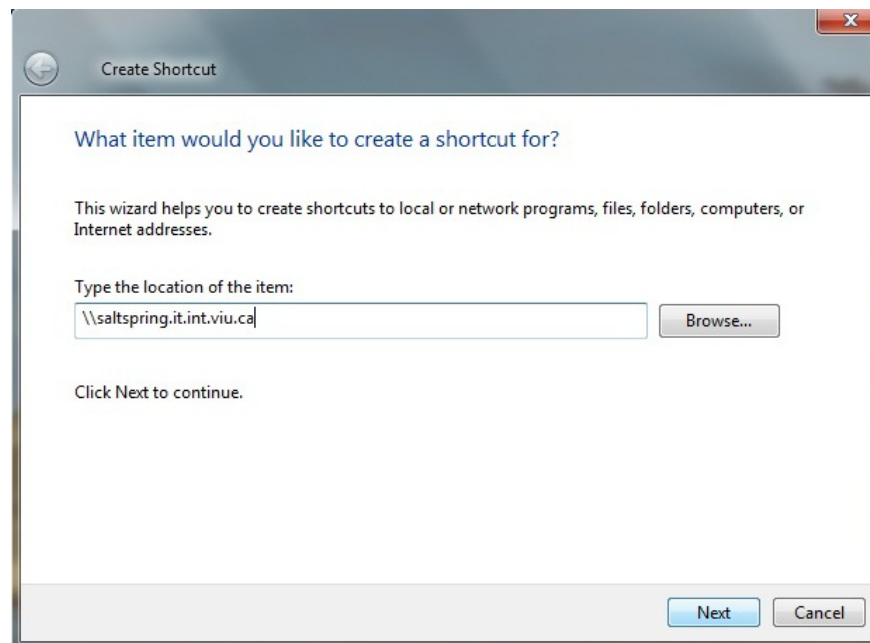


Adding a Printer to your Windows 7 Laptop


1. Right click on your desktop and select **New=> Shortcut** from the menu



2. In the new Shortcut wizard type in `\\saltspring.it.int.viu.ca`

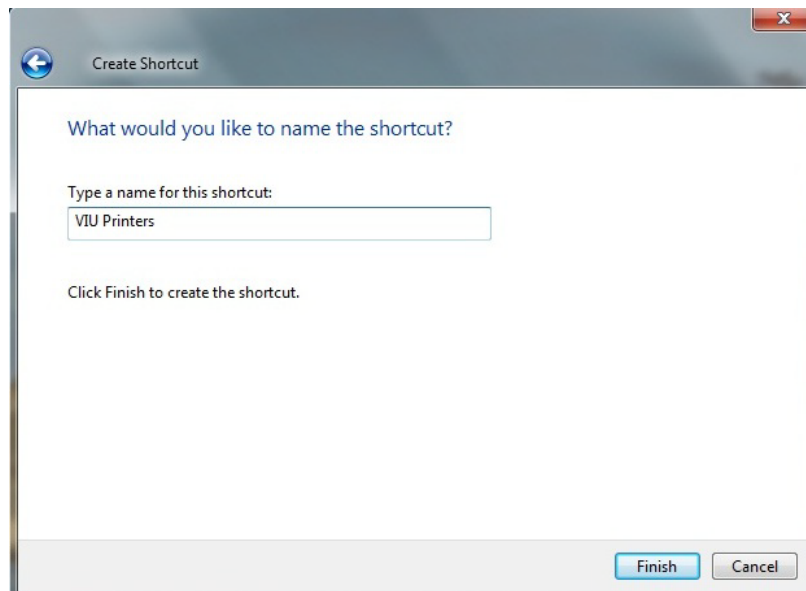





3. Click **Next...** at this point you may receive a logon prompt, If you do, type in your username preceded by Discovery or Capitan and a backslash (there are no spaces allowed) **Example:** discovery\123456789 then type in your password, and ensure that you select the checkbox  **Remember my credentials** then click **OK**



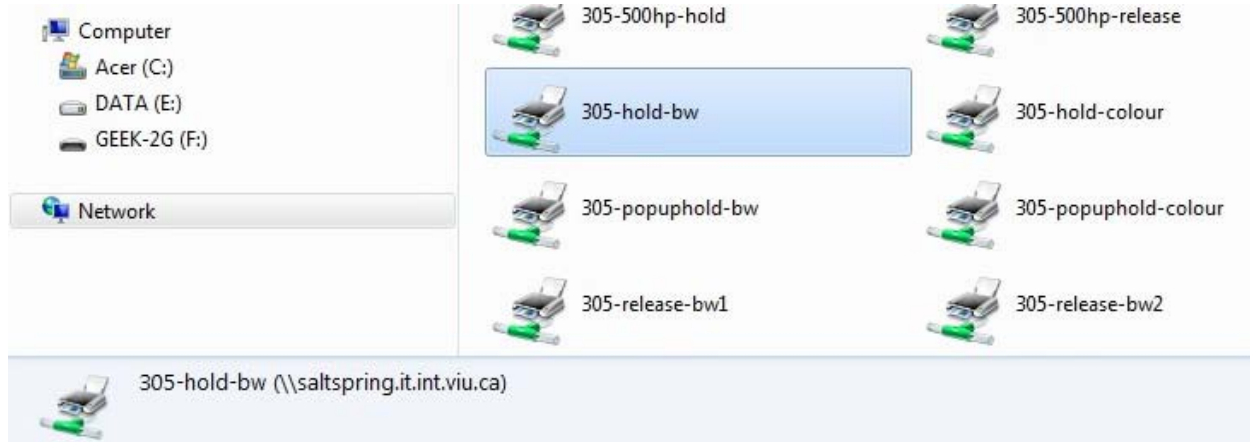
4. Type a **Name** for the shortcut, and then click **Finish**. I used **VIU Printers**



5. This creates a **VIU Printers** desktop shortcut  we recommend that you do not delete it because it remembers your logon to Saltspring, and is handy if you want to add additional printers.



6. To **Add a Printer** double click the **VIU Printers** shortcut. If you have not yet received a logon prompt you should receive one now. Logon as per **Step 3.** above.
- You will be presented a list of printers on **Saltspring**. Select the printer that is appropriate for your location on campus from the list below.



Building 180

180-248hp-hold (Room 248)

Building 205

205-100hp-hold (1st floor)

Building 250

250-110hp-hold (Room 110)

250-115hp-hold (Room 115)

250-200hp-hold (2nd floor)

Building 255

255-105hp-hold (Room 105)

255-120hp-hold (Room 120)

255-100hp-hold (open lounge)

Building 305

305-hold-bw (3rd floor)

305-hold-colour (3rd floor)

Building 356

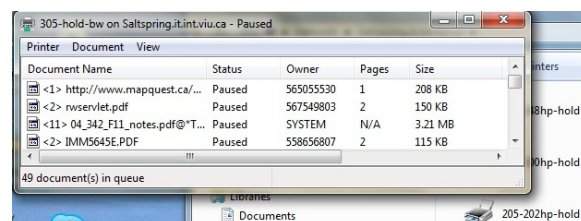
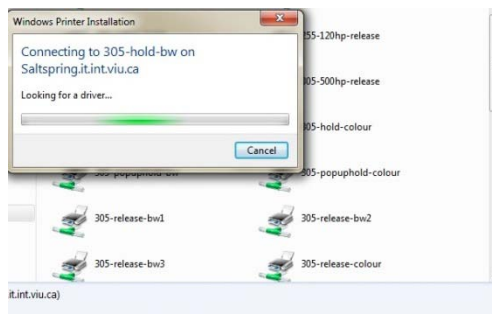
356-340hp-hold (Room 340)

356-atriumhp-hold (Atrium)

Building 360

360-302hp-hold (Room 302)

- **Note!** you can only print to the printers with **Hold** in their name, attempting to add and print to any other printers will fail
- **Double click** on the printer to add the drivers, after the driver installation it will show you the print queue



- Instructions on Pay for Print are here: <http://www.viu.ca/technology/students/printing.pdf>