

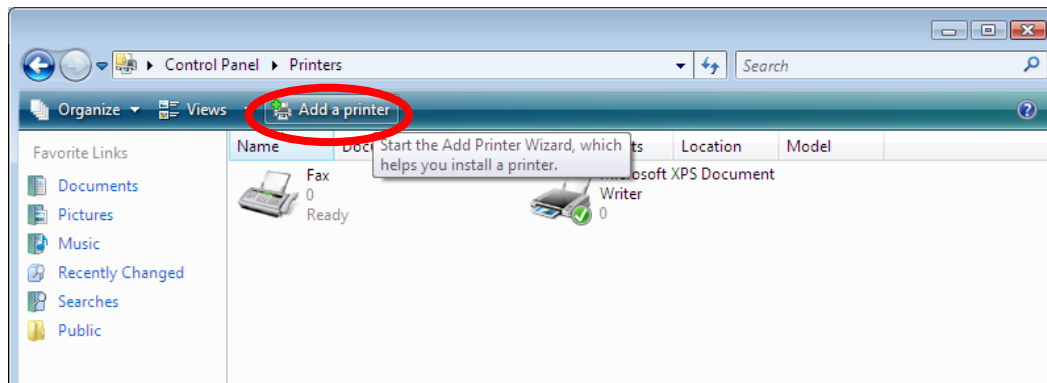
Printing from Windows Vista Laptops

Please note: Malaspina Commons staff have tested the information presented in this guide, and are pleased to offer it to our students and employees as a help resource. The guidance offered in this document is to be executed by the user, at the user's own risk. Because user-owned equipment is subject to variability in capability and configuration, we cannot guarantee connectivity to VIU's network services.

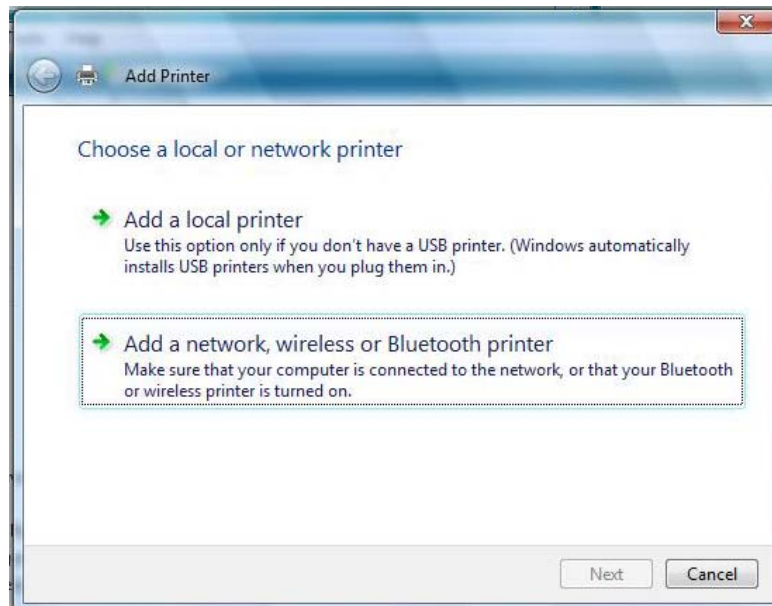
You must be connected to VIU's network, through a wireless connection or by connecting your laptop to an on-campus data port with a network cable, to print to network printers on campus.

Step 1: Install a network printer(s).

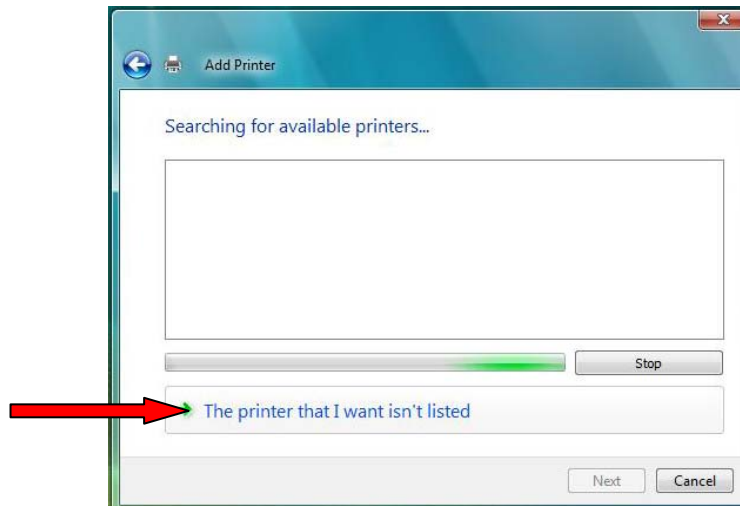
From your Windows Vista desktop, select **Start > Control Panel > Hardware and Sound > Printers**. Click the "Add a Printer" button in the Printers dialogue box:



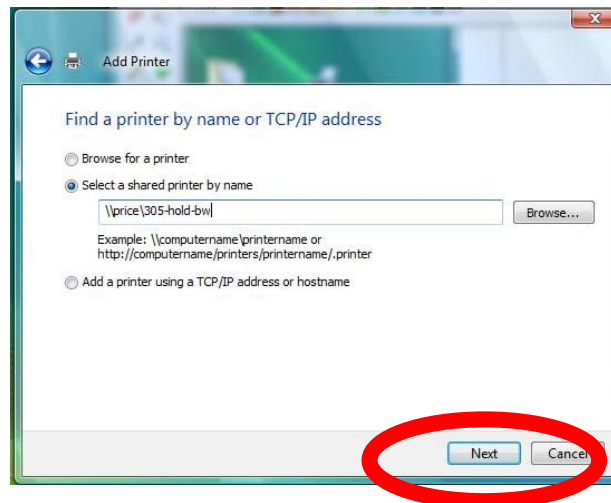
In the Add Printer Wizard, click on "Add a network, wireless or Bluetooth printer":



Click the **Stop** button to stop Windows searching for available printers. Then click on “**The printer that I want isn’t listed**”.



Click the radio button beside “**Select a shared printer by name**”, and type **\\Saltspring\305-hold-bw** as shown below:



NOTE: Make certain you enter back slashes -- \ -- NOT forward slashes

IMPORTANT: COLOUR PRINTING: In the example above, the network path to the Library Black and White printer is used. If you wish to do colour printing in the Library, type **\\Saltspring\305-hold-colour** in the “Select a shared printer by name” field instead.

Other campus printers – repeat the steps above to add additional printers

Here are the other campus printers available to connect to from your laptop.

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-atriumphp-hold (Atrium)

Building 360

360-302hp-hold (Room 302)

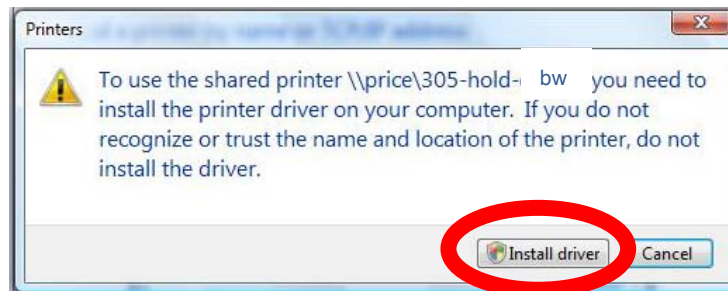
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You will be asked to provide your Discovery username and password. **In the username field, you must enter “discovery\” in front of your username as shown below:**

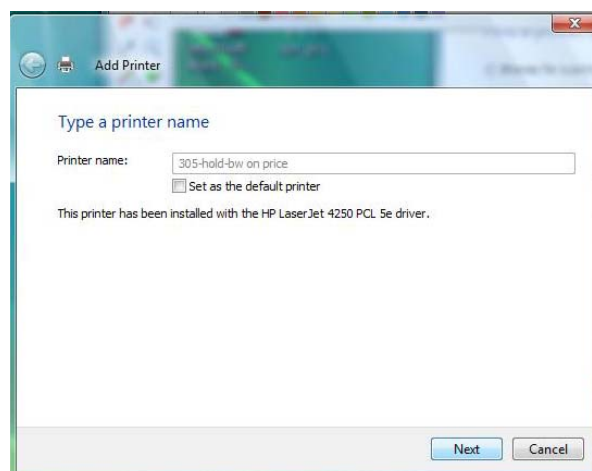


Click OK. You **may** get a message that the printer driver needs to be installed (if you do not see this message, it means the driver is already installed.) If you see a message like the one below, click on “**Install driver**”.



Windows will install the printer. This may take several minutes.

If you want to make the Library Black & White printer your default printer, click the check box next to “Set as the default printer”. Otherwise, leave it unchecked. Click Next.

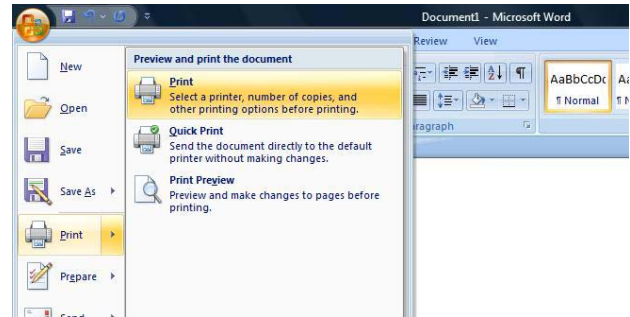


Click Finish to add the network printer to your list of available printers in Windows Vista.

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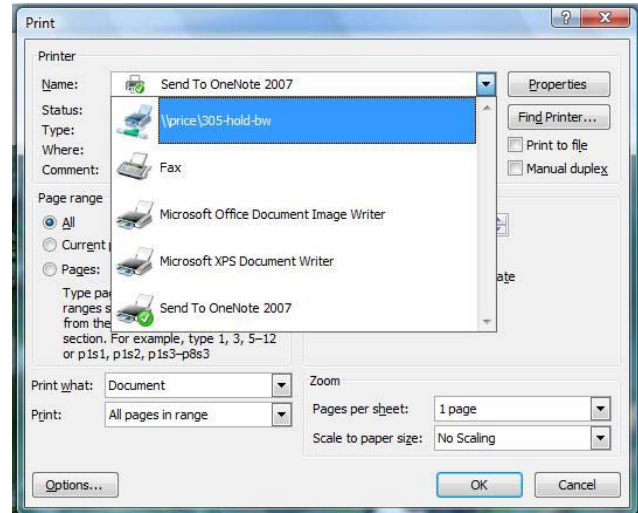
Step 2: Send your document to the printer.

- Open the document you would like to print. In Word 2007, Click on the Office button and click on Print, and then on Print again. The Print dialogue box will open.



- In the Printer Name field, click on the drop-down list and select the printer you want to print to, e.g. 305-hold-bw on Saltspring. Click OK.

You will not get a box popping up asking for a username and password. This is ok!



Step 3: Pay for Print

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

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