

Windows 7 SafeCom Printer Setup Guide

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1. What is SafeCom:

SafeCom is a printer administration and consolidation system that allows a user to send print jobs to a virtual network printer and retrieve them at any time by swiping their student cards at any SafeCom enabled printer on the network. It also provides an online management interface to manage print jobs.

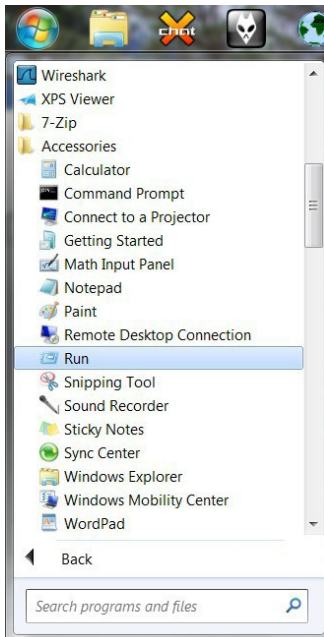
The management interface can be found at <http://rgaprint.stb.sun.ac.za/safecom>

For more information on SafeCom visit <http://www.safecom.eu>

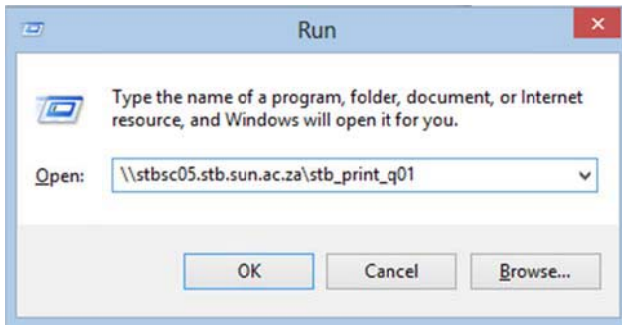
2. Setup Instructions:

In Windows 7:

Start > All Programs > Accessories > **Run** or Alternatively just press the **Windows** and **R** keys together

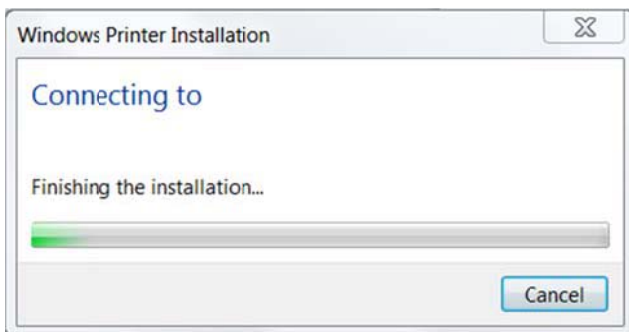


In the **Run** window, enter the following address and click **OK**:
\\stbsc05.stb.sun.ac.za\stb_print_q01



If prompted for username and password enter **stb\yoursunnumber** as username where yoursunnumber is your student number eg: stb\12345678

Enter your MyMaties password as password and select to **Remember my credentials**

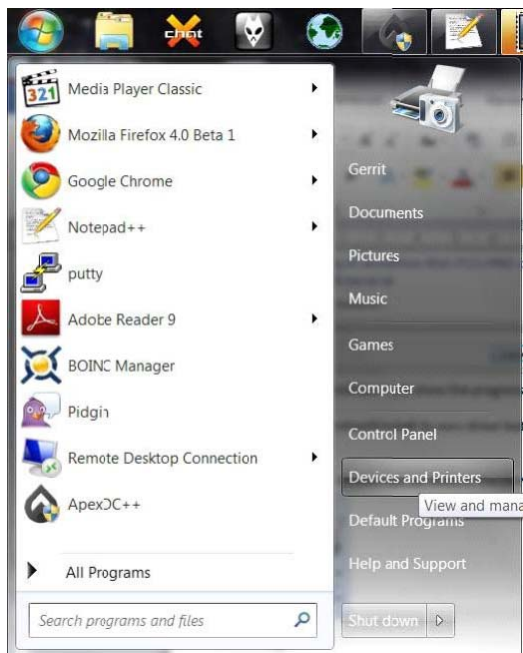


A progress indicator will show the progress as the system connects and installs the printer.

The system should install its own driver but if prompted you should select HP Universal Printing PCL 5 (v5.6).



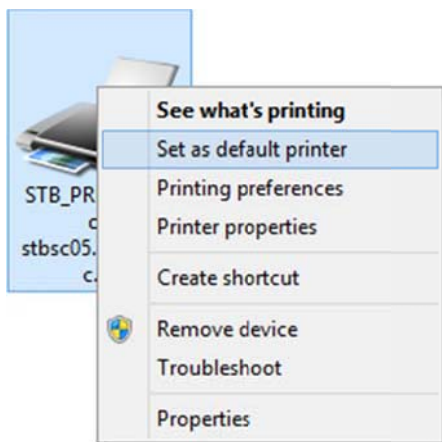
Next go to Start > **Devices and Printers**



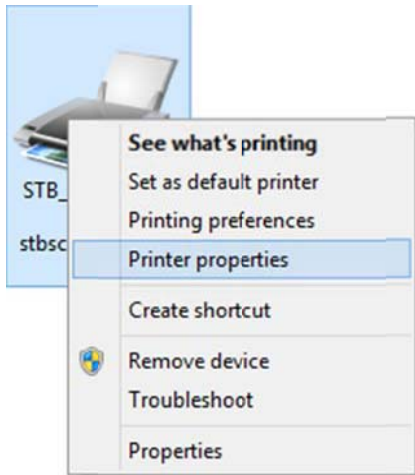
The printer should now be listed in the **Devices and Printers** window under **Printers and Faxes**:



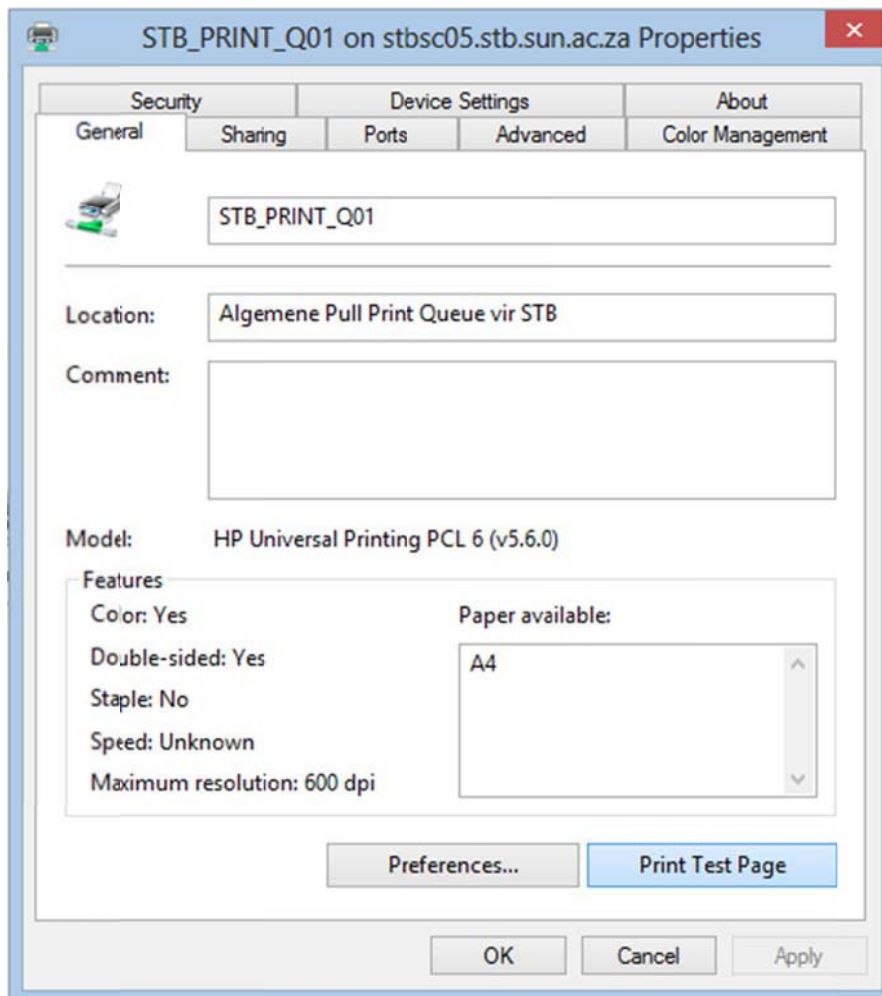
Right click on the printer and click on **Set as Default Printer**



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



Click on **Print Test Page**

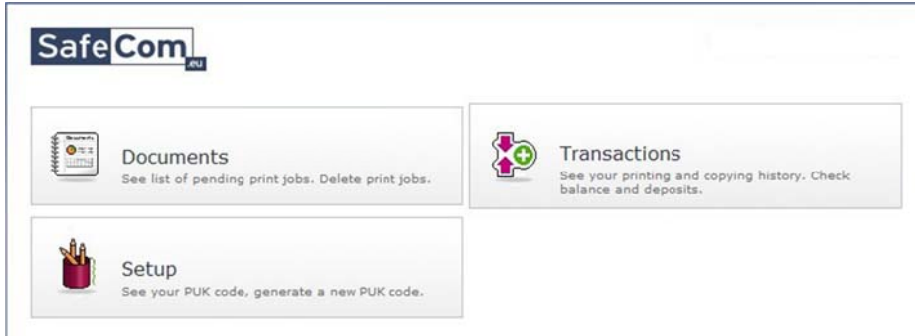


Open your browser and go to the following URL:

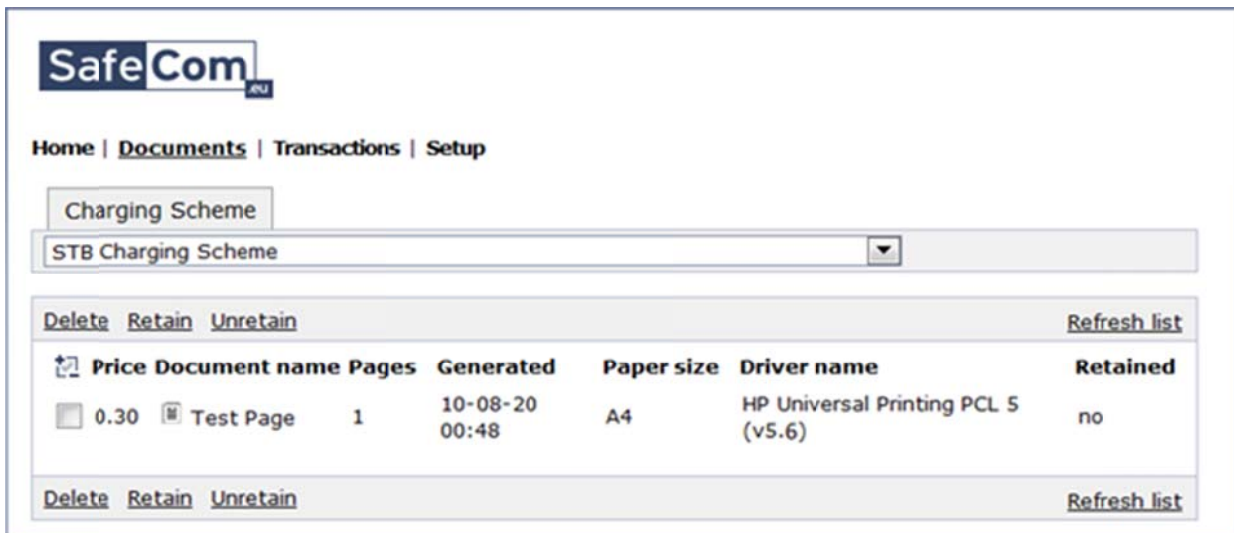
<http://rgaprint.stb.sun.ac.za/safecom/>

Log in 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.

