


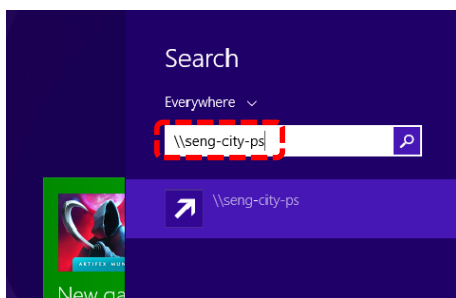
Setting up the SMU Network Printers (Student)

>>> Self-help Guide <<<

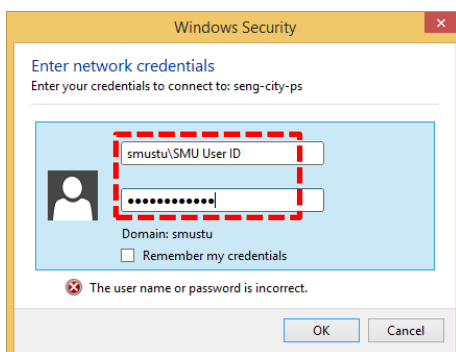
Setting up the Network Printers

Reference Operating System: Windows 8.1

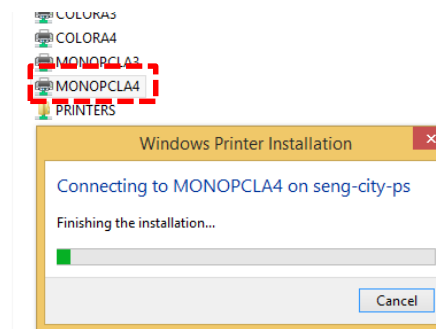
1. Go to **Start** by clicking on the Windows Logo. 
2. Type in **\\seng-city-ps** in the search box and hit the **Enter** key.



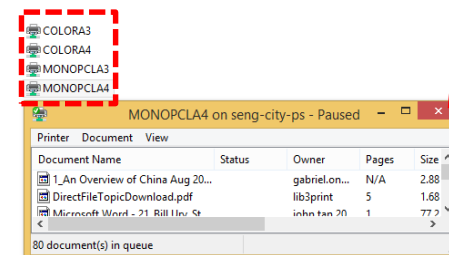
3. You will be prompted to key in SMU user name and password.
Do not remember the credentials.



4. Double click on **MONOPCLA4** to connect and install printer driver.



5. Once driver installation for **MONOPCLA4** finished, close the window and install printer driver for **MONOPCLA3**, **COLORA4** and **COLORA3** if needed.



6. Once driver installation for all printers finished, close the windows and proceed to send the print job.
7. *******Every time after shutdown or restart your computer, before proceed to send the print job, repeat steps 1 to 3*******.