Printing Setup Instructions: Windows 10



Type in the following address: \\stbsc03.stb.sun.ac.za\STB_PRINT_Q01

and click OK

🖅 Run		\times
	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.	
<u>O</u> pen:	\\stbsc03.stb.sun.ac.za\STB_PRINT_Q01	\sim
	OK Cancel <u>B</u> rowse	

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

ndows Securi	Ŋ			X
Enter Net	work Password	to reparint other		
Enter your pa	ssword to connect t	to: rgaprint.std	o.sun.ac.za	
	stb\yoursunum	ber		
	Password			
	Domain: stb	ny credentials		
🔀 Lo	gon failure: unknow	n user name o	r bad passwor	d.
		0	OK	Cancel
			UK	Curicer

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

Vindows Printer Installation	X
Connecting to SecurePrint-RGA-PCL rgaprint.stb.sun.ac.za	.5-PR01 on
Finishing the installation	
	Cancel

A progress indicator will show the progress as the system connects and installs the printer. The system should install its own driver

You should now be able to print to the pull print queue. It should appear on your list of printers:

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Info	Print
New	Copies: 1 🗘
Open	
Save	Print
Save As	Printer
	STB_PRINT_Q01 on stbsc05.s Ready
Share	Printer Properties
Export	Settings
Close	Print All Pages The whole thing

To see/manage your print jobs you can go to the following URL: <u>http://rgaprint.stb.sun.ac.za/safecom/</u>

Log on with your student number and password. Click on Documents to see a list of your pending print jobs:



From this screen you can manage your print jobs.

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

Safe <mark>Com</mark>				Mnr GN	Maritz (<u>Logou</u>
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STB Charging Scheme				•	
<u>Delete Retain Unretain</u>					Refresh list
🔁 Price Document name P	ages Ge	nerated	Paper size	Driver name	Retained
■ 0.30 Test Page 1	10 00	-08-20 :48	A4	HP Universal Printing PCL 5 (v5.1)	no
<u>Delete Retain Unretain</u>					Refresh list