Printer Software Instalation for Windows

> To use this service you need a @deec.uc.pt or @uc.pt account!

Introduction

In this document, the installation of the printers in the locker room and cabinet 3A4 on Windows will be presented step by step.

Installing the printer

1 – To install the printers it is necessary to download the drivers here.

2- Run the client-local-install.exe installer located in the “drivers \ client \ win” folder in the ZIP file.

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3- Enter your DEEC credentials.

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4- Subsequently, access the Control Panel, option “View devices and printers” and select the option “Add new printer”.

5- In the window that will open (Add a device), click on “The printer I want is not listed”.

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6- Then select the option "Select a printer shared by name" and enter the address of the printer you want to install:

- Color printer in the locker room: http://print.deec.uc.pt:631/printers/CacifosColor

- Black and white printer from the locker room: http://print.deec.uc.pt:631/printers/CacifosGrayscale
- Color printer in 3A4: http://print.deec.uc.pt:631/printers/gab-3a4

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7– Then click on the “Disk” button and choose the driver that you downloaded in the first step of this manual.

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8- Select the driver in the “drivers \ drivers \ win \ PC-Global-Print-Driver” folder and click on next.

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The printer is now successfully installed.

Default duplex printing

To perform default duplex printing, the following steps are required:
1 – Access the control panel.

2 – With the right mouse button on the desired printer, select the option “Printing preferences”.

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3 – In the "Printing Preferences" window, select the "Layout" tab and in the "Print on both sides" dropdown, use the option "Flip to the widest edge" or "Flip to the narrowest edge".

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In this way, the prints you make will default to these settings.

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