



Manual: adding a LU-Card printer

Go to the Software Center on your computer: use the search function (the magnifying glass) in the lower left corner.

1. Search the Software Center for "Printing: Enable driver installation".
2. Click "Printing: Enable driver installation" and then "reinstall". You will then have 10 minutes to add the new printer.
3. Go to the search function (the magnifying glass) in the lower left corner and enter "Add printer from active directory".
4. Click "Location" and then scroll all the way to the bottom.
5. Double click on "LU-Card printer."
6. Go to Word and choose a test document to print
7. Click "file" > "print" or Ctrl + P and under Printer click "Add Printer"
8. Select " LU-Card printer on SPPDS10.vuw.leidenuniv.nl" > manage > set as default

You can now use your LU-Card to unlock a LU-Card printer and then print your documents.