User Guide for CPrint

Step # 1: Click on "Start/Windows" button

Step #2: Click on "run" and type UNC path `\Printserver` or `\172.16.17.21`, If "run" not appear in windows 7 then type same address in search bar as shown in above shown picture.
Step #3:
Enter “**Username & password**” (Domain computer Login & password)

![Image of Windows Security dialog box](image1.png)

Step#4:
Now **“Right Click”** on printer that is with the name of your Office Block and **“Connect”** it. For example if a person office is in C block then he/she should access printer with name the “C-Block”.

![Image of Network and Sharing Center](image2.png)

**Note:**
After Double Click to printer if this box (shown below) appeared then printer installed, use it and send feedback to Networksupport@ciitlahore.edu.pk.
Client Software Installation for Quota Status

Step#5:
To install client side quota status software “Right Click” on “PCClient” and “open” it.
Step#6: “Open” the folder according to your operating system. (E.g. Win for Microsoft Operating Systems)

Step#6: Now click on “Client-Local-install.exe” and install it by following the below steps in figures.
Step#7:
Click on "Next".

Step#8:
Check "accept agreement".

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**Network Operations**
Information Technology Centre
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Step #8:
Click on "Next".

Step #9:
Select as per your need (if Laptop then for "Single", if PC then for "All") and click "Next".
Step#9: “Check launch Client” and Click on “Finish”.
Step#10:
Enter “Domain username and password” and press ok.

Step#11:
After installation this “icon” will appear, double click on appeared icon, a “popup notification” will appear in right upper corner this shows the quota status.

Note:
If you are facing any problem regarding printer, Network, system (Software / Hardware) then register a request on Helpdesk by access the URL of the helpdesk that is “Helpdesk.ciitlahore.edu.pk” or Contact to in-charge Network Support Mr. Tauqeer Ahmad Ext#: 849 cell#: +92-322-4425587 Email: ahmad.tauqeer@ciitlahore.edu.pk networksupport@ciitlahore.edu.pk