

Printgroove – Setting Up the Driver

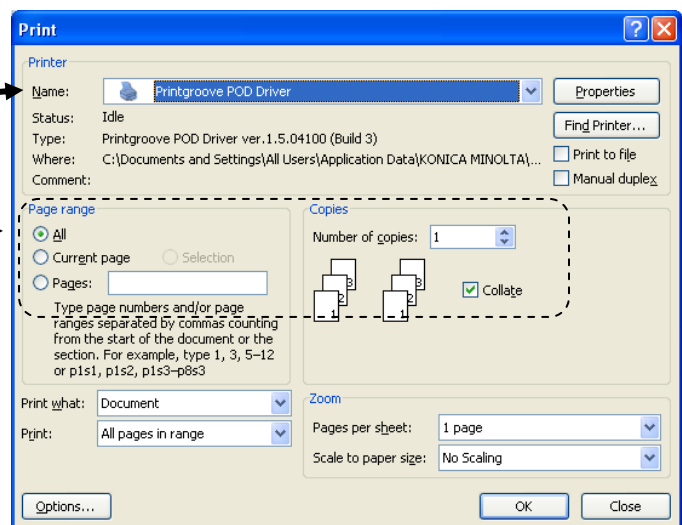
The Printgroove driver is a handy printer driver to have. It will eliminate a few steps when using Printgroove. This option is available on all district desktops. You will be responsible for setting it up the first time you use it.

Helpful Hint:

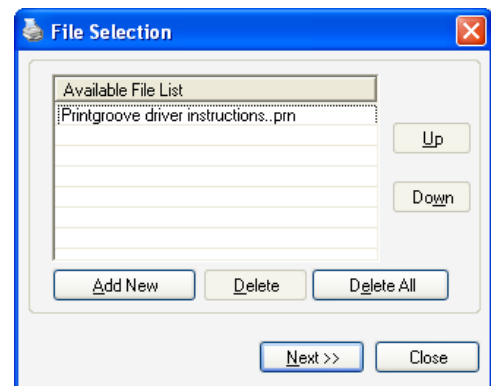
If the driver is installed while you were logged onto your machine, it's a good idea to reboot your machine.

To use the driver

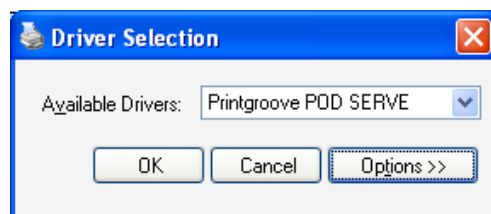
1. Open up a document that you want to send to Printgroove.
2. Click on the Office button to open the menu, then click on **Print**.
3. On the **Print** dialog box, click the down arrow next to your default printer and navigate to **Printgroove POD Driver**. Click to highlight that.
4. Be sure to indicate what you want for page range, number of copies. Once you have filled those in, click on **OK**.



5. The **File Selection** dialog box will appear with your file. Click on the filename to highlight it, then click on the **Next** button.



6. ****THIS STEP IS VERY IMPORTANT!**** On the **Driver Selection** dialog box, confirm that the driver says Printgroove POD SERVE and then click on the **Options** button. Fill in the appropriate text as indicated on the next page:



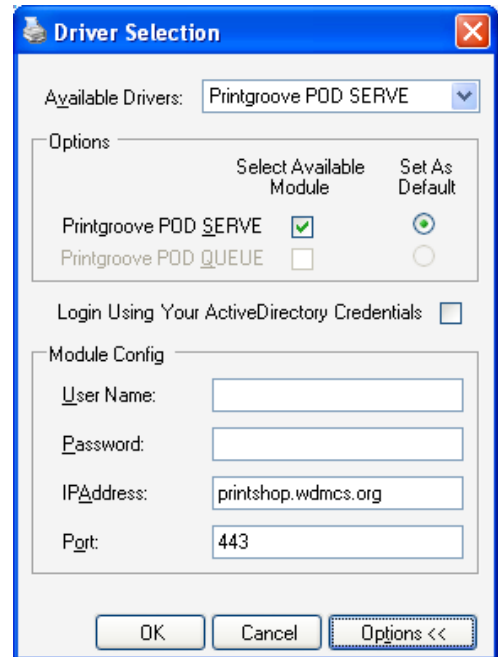
User Name type the **username** you use for Printgroove (it is the same as your network ID)

Password type your **password** you use for Printgroove (it is the same as your network password)

IP Address if this is not filled in, type the following:
printshop.wdmcs.org

Port do not do anything to this field

7. Once completed, click on **OK** to continue.



8. After a few seconds, Printgroove (the web version) will open up and you will find you are automatically logged in. You will need to complete the steps you have always done in Printgroove, with the exception of uploading your document – you'll see it's already been converted to a PDF file and has been uploaded.
9. Proceed as you would with any print order via Printgroove.