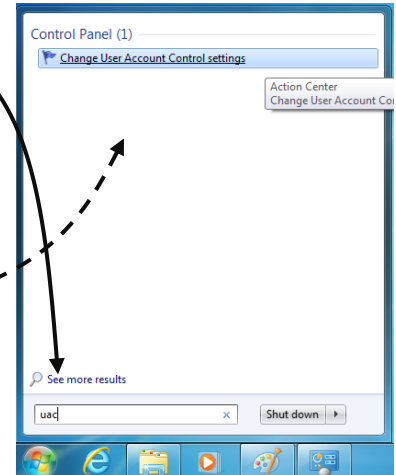


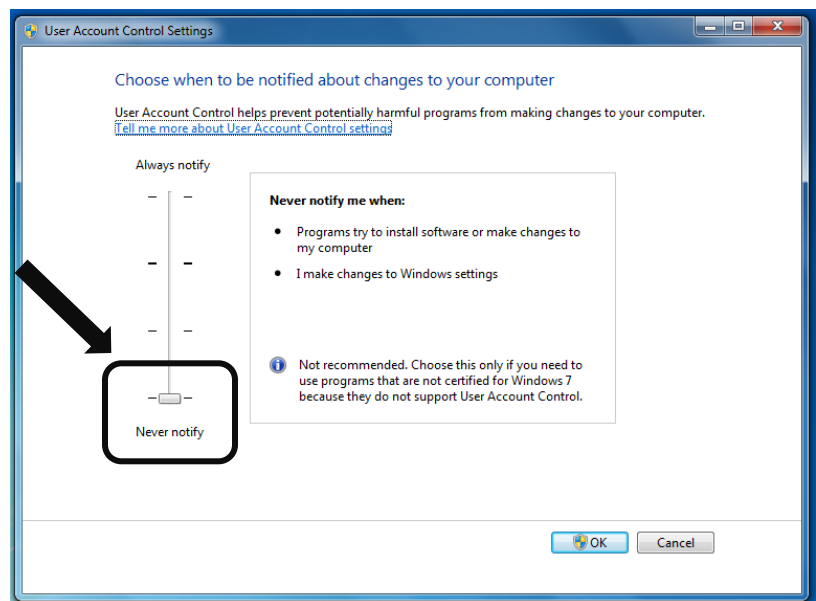
Printgroove Driver – Installing it on a New Laptop

To install the driver:

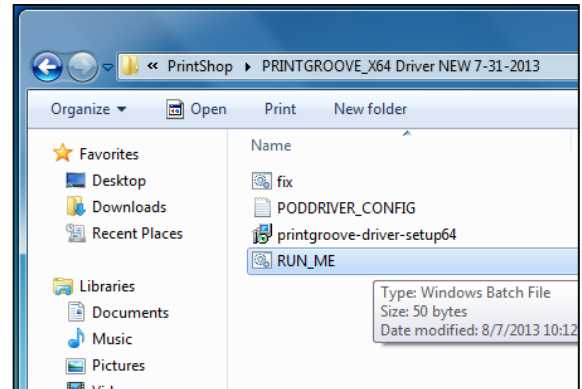
1. Click on the **Windows Orb** and type **UAC** in the Search box above the orb.
2. At the top of the pop-up list, you'll see a link labeled **Change User Account Control Settings**. Click on it.



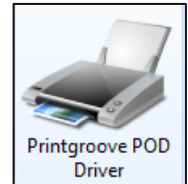
3. When the *User Account Control Settings* window opens, move the slider all the way down to **Never notify**.
4. Click on **OK**.
5. Close all windows and **reboot** your laptop. You cannot proceed to the next page until you have rebooted.



6. Once your laptop has rebooted, open up the K: drive, then open up the Printshop folder.
7. Inside the Printshop folder, you'll find a folder labeled **PRINTGROOVE X64 driver NEW 7-31-2013**. *Double-click* on the folder to open it up.
8. *Double-click* on the **RUN_ME.BAT** file. This will run the batch file that will install the driver onto your laptop.
9. Because this is a silent installation (you don't see it installing), be sure to **wait 5 minutes** to make sure the installation finishes.



To confirm that the driver has been installed, click on the **Windows Orb**, then click on **Devices and Printers** in the right column to open that window up. If you see the Printgroove: POD Driver, then it has successfully installed.



10. **Reboot** your laptop.
11. Once you have rebooted, you may want to turn UAC back on. Follow steps 1 – 4 (on page 1) and set the slider back to the default setting.

To use the driver:

1. Open up a document you want to send to Printgroove.
2. Click on File, then click on **Print**.
3. On the **Print** dialog box, click the down arrow ▼ next to your default printer name and navigate to **Printgroove POD Driver**. Click on it to highlight it.
4. Under **Settings**, be sure to fill in the appropriate information you need for your print job. Once you have those filled in, click the **Print** button.
5. A **File Selection** dialog box will appear with your file. Click on the filename to highlight it, then click on the **Next** button.

****THE NEXTSTEP IS VERY IMPORTANT!****

6. 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 information 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 you network password). |
| IP Address | Type the following url: printshop.wdmcs.org |
| Port | Do not do anything to this field. |

7. Once completed, click on **OK** to continue.
8. After a few long seconds, Printgroove (the web version) will open up. You will need to complete the steps you have always done in Printgroove, except for uploading your document – you'll see it's already been uploaded and converted to a PDF file.

Helpful Hint:

Should you have any problems – we encourage you to contact Laurie Heald in the district printshop.