

IT Services

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Printing with MyQ (Win)



KÜHNE
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Operations Mindset



Installing the MyQ Desktop Client

To access the KLU printers via private computer/notebook, you need to install the MyQ Desktop Client.

You can download the client for windows systems [HERE](#).

Once downloaded and extracted, you simply start the installation by double-clicking the patch file. We will walk you through the installation process, step by step.



Installing the MyQ Desktop Client

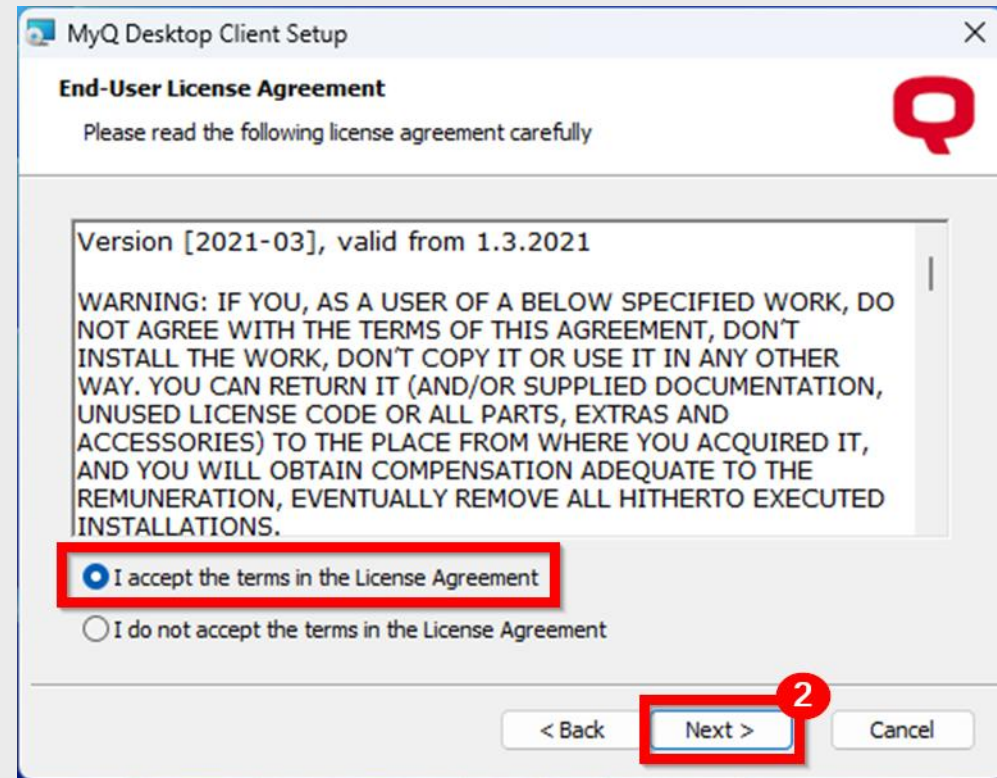
Click “Next” to continue with the setup.



Installing the MyQ Desktop Client

It is necessary to accept the terms in the License Agreement.

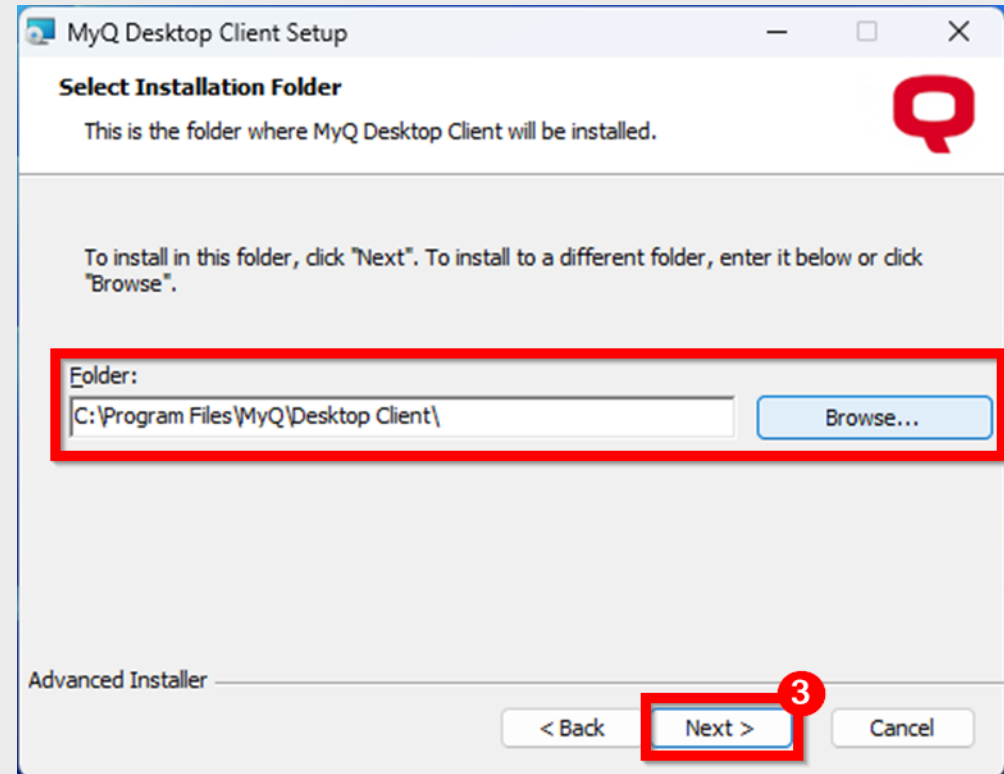
Click “Next” to continue with the setup.



Installing the MyQ Desktop Client

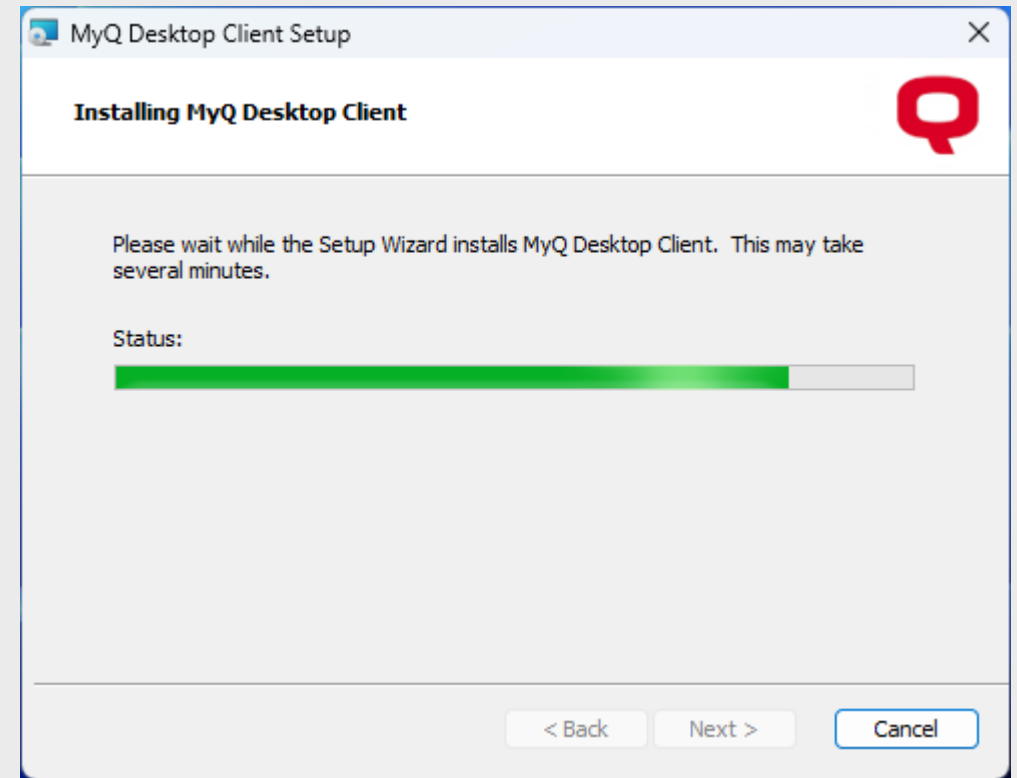
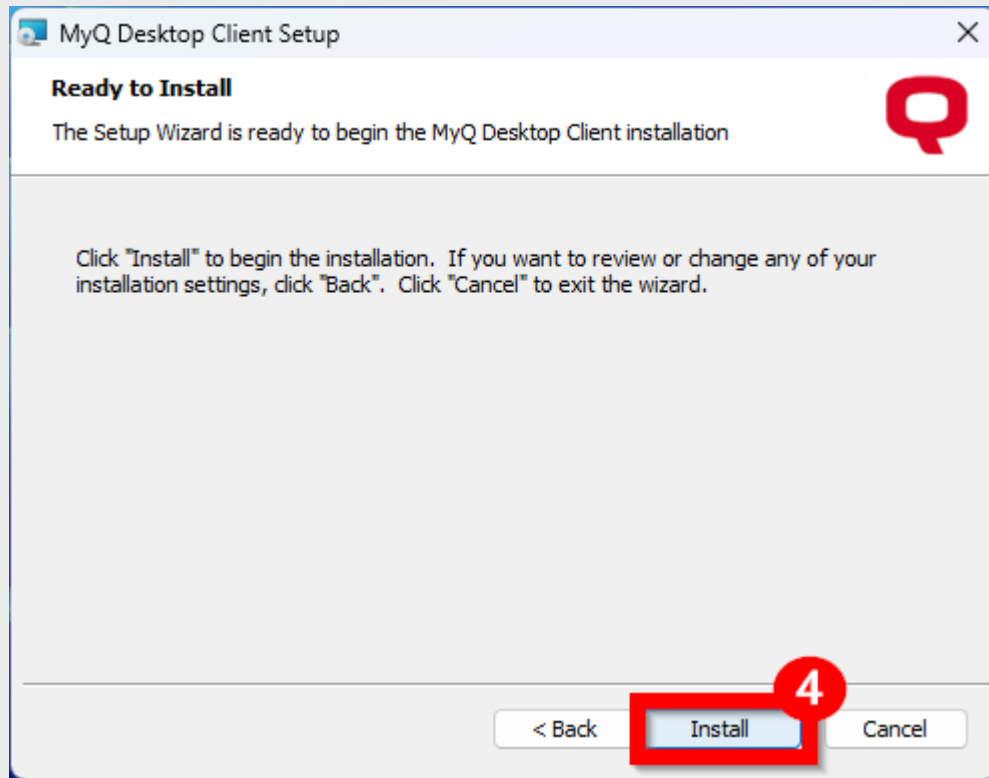
You now have the option to choose the location where the MyQ Desktop Client will be installed. (You may go with the default settings displayed in the screenshot if the location doesn't matter)

Click “**Next**” to continue.



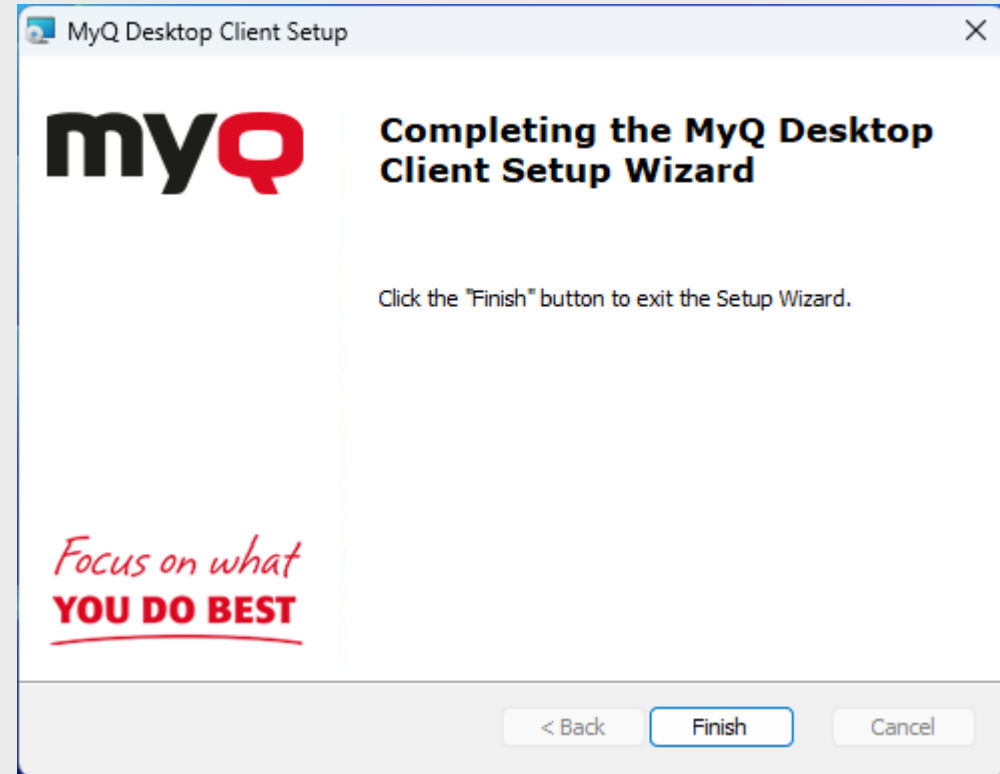
Installing the MyQ Desktop Client

Clicking the “Install” button will start the installation.



Installing the MyQ Desktop Client

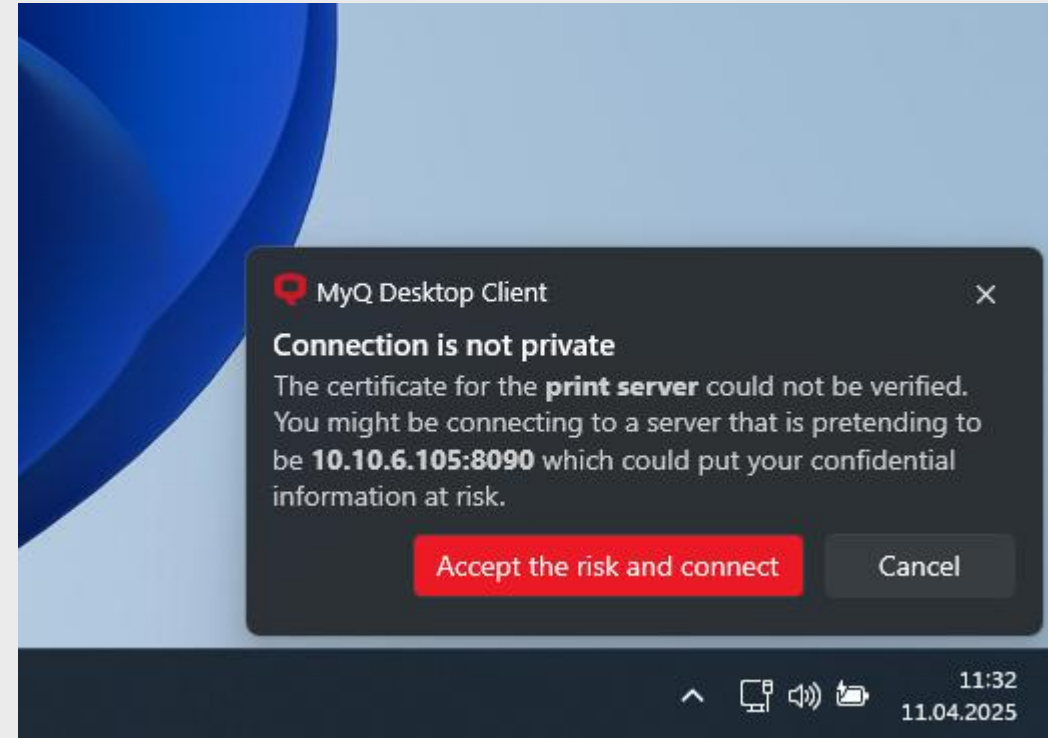
After successfully installing the Desktop Client, you may click „Finish“ to close the setup.



Installing the MyQ Desktop Client

MyQ Desktop Client might notify you about the connection not being private. (If you don't receive this notification, it's still fine)

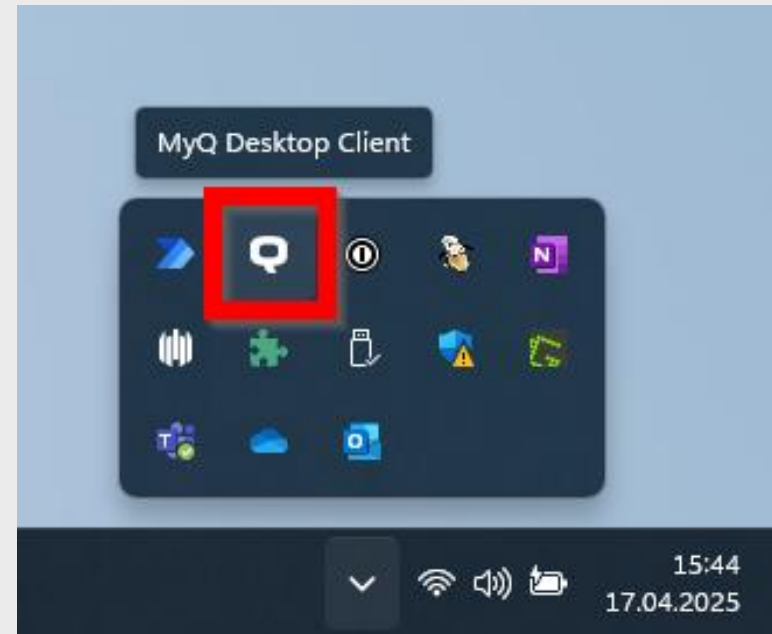
Since the print server is a KLU trusted resource, you can “**accept the risk and connect**” to it.



Installing the MyQ Desktop Client

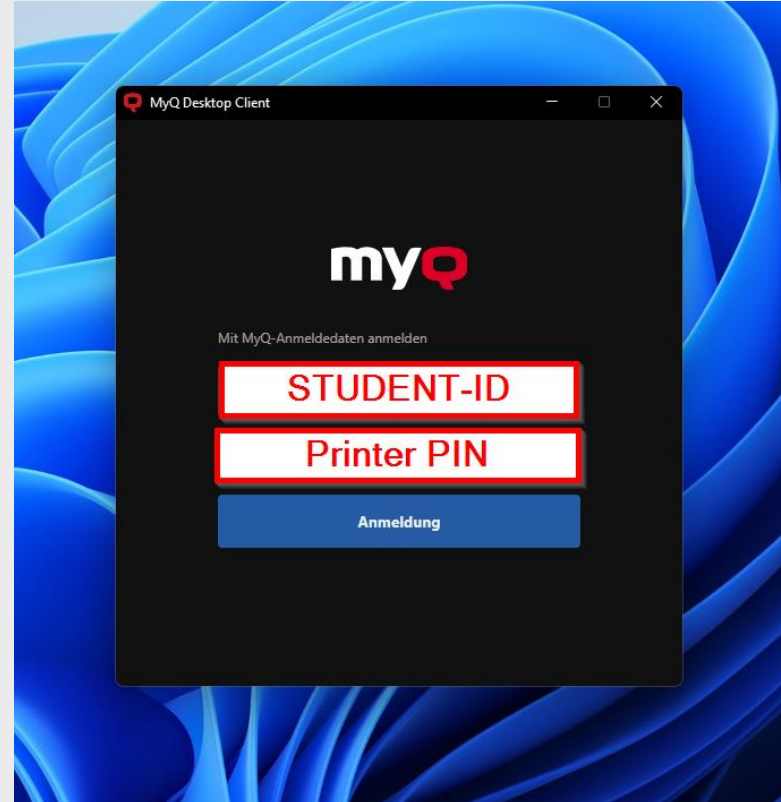
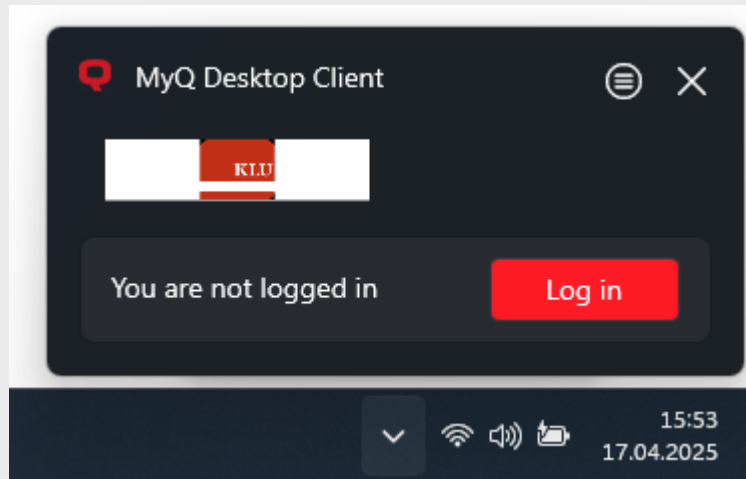
Once opened, the MyQ Desktop Client runs in the System Tray (you open the system tray by clicking the arrow next to the WiFi icon at the bottom right corner of your screen)

Click on the MyQ Desktop Client icon to log in.



Installing the MyQ Desktop Client

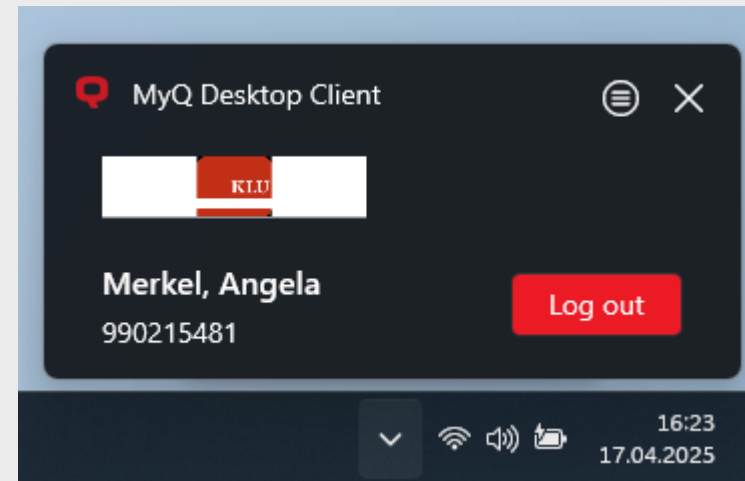
You now need your **Student-ID** and the **MyQ PIN** which has been sent to your student mail account.



Installing the MyQ Desktop Client

The login is pretty uneventful. MyQ stays in the system tray and waits for any printjobs coming it's way.

You can check whether you're logged in by clicking the MyQ Desktop Client icon. (In our example shown with the student "Angela Merkel", underneath her Student-ID)



Installing the MyQ Desktop Client

All you have to do now is to select the image or document you want to print and choose “KLU_FollowMe_Client” as your printer/destination.

The screenshots show how it would look like when printing directly from the Google Chrome browser.

