

## New Web Traveller Printing Solution Instructions

Below are step-by-step instructions for installing the new Web Traveller printing solution. There are just three steps to follow:

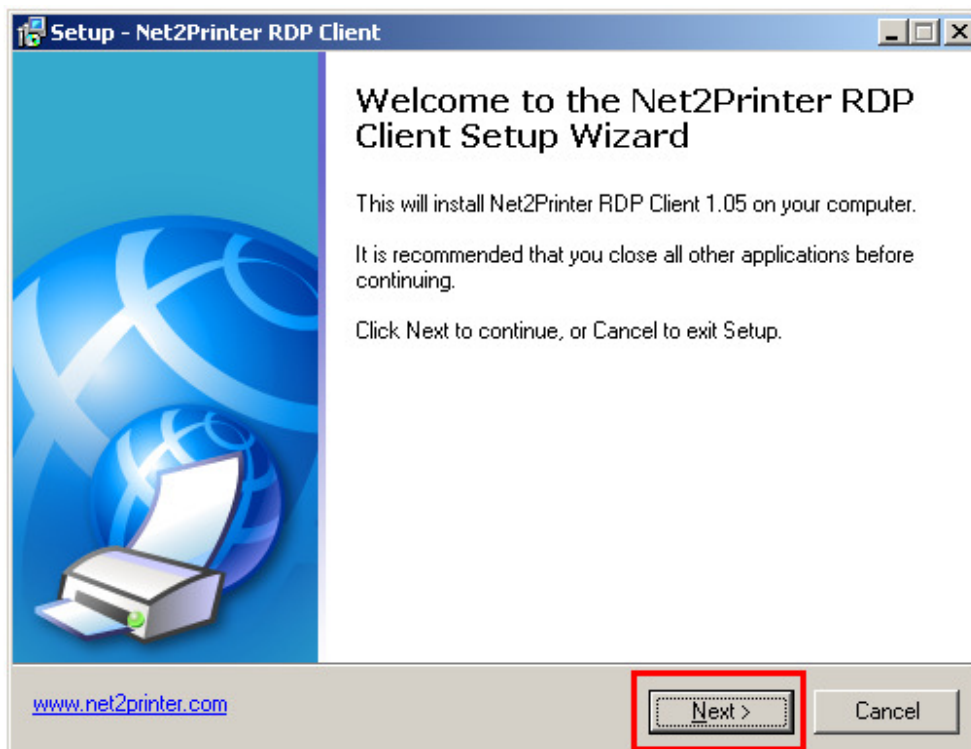
### 1. Download the software and the new Remote Desktop Connection shortcut.

- Using your web browser enter the following address in the address bar:  
<http://help.microstravel.com/OnlineHelp/WebTrav/WebTrav.htm>
- To use the new Web Traveller printing solution it is essential to download both the '**Web Traveller Full Client RDP Shortcut**' and the '**Web Traveller Printer Solution Install**'
- Click the link reading '**Web Traveller Full Client RDP Shortcut**' and save to your desktop. *(NB: Please ensure you remove your old shortcut to Web Traveller so you don't confuse them, as the new printing solution relies on the new icon)*
- Click the link reading '**Web Traveller Printer Solution Install**' and choose to OPEN or RUN then follow the steps in the rest of this document. *(NB: You may get a security warning asking to RUN or DON'T RUN – please select RUN to install the solution)*

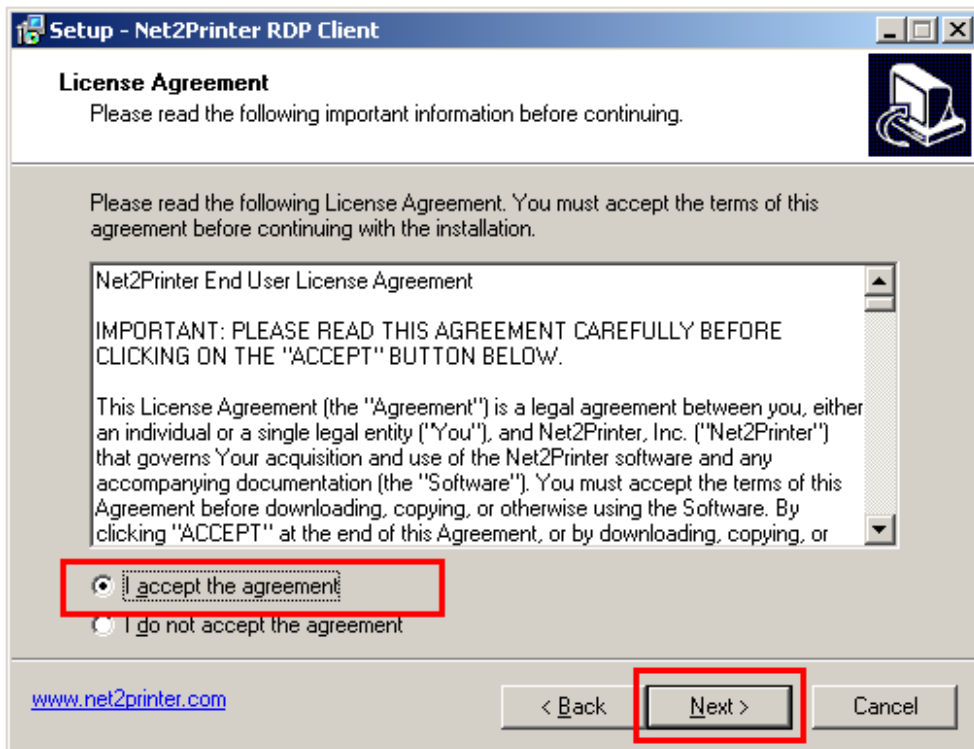
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### 2. The installation

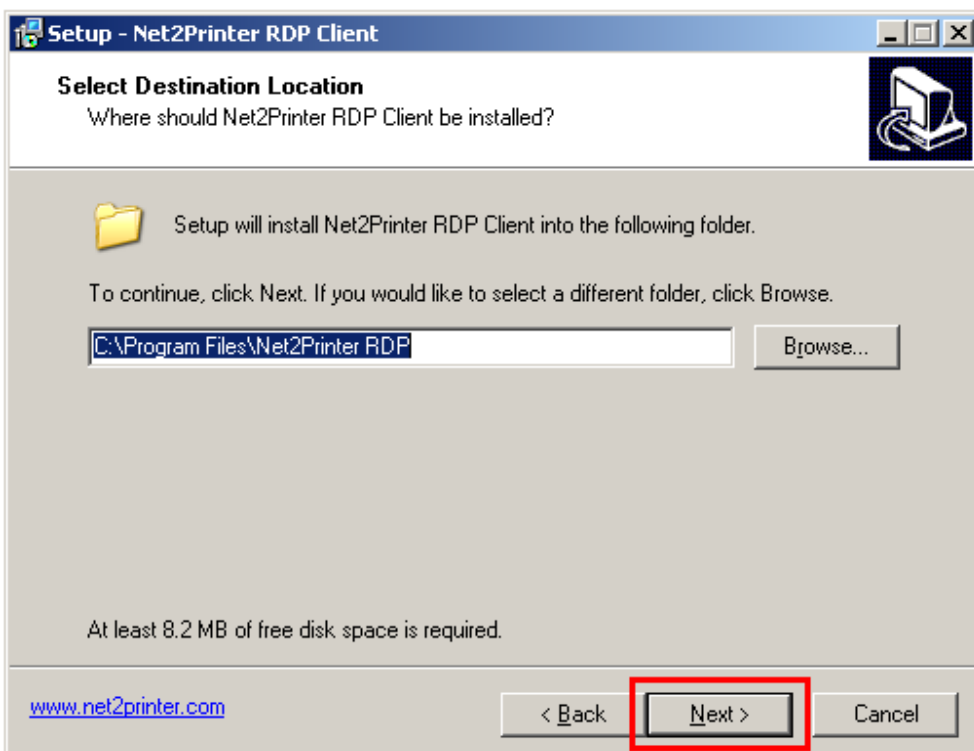
The installation will start automatically and when you receive the box below you need to click **NEXT**



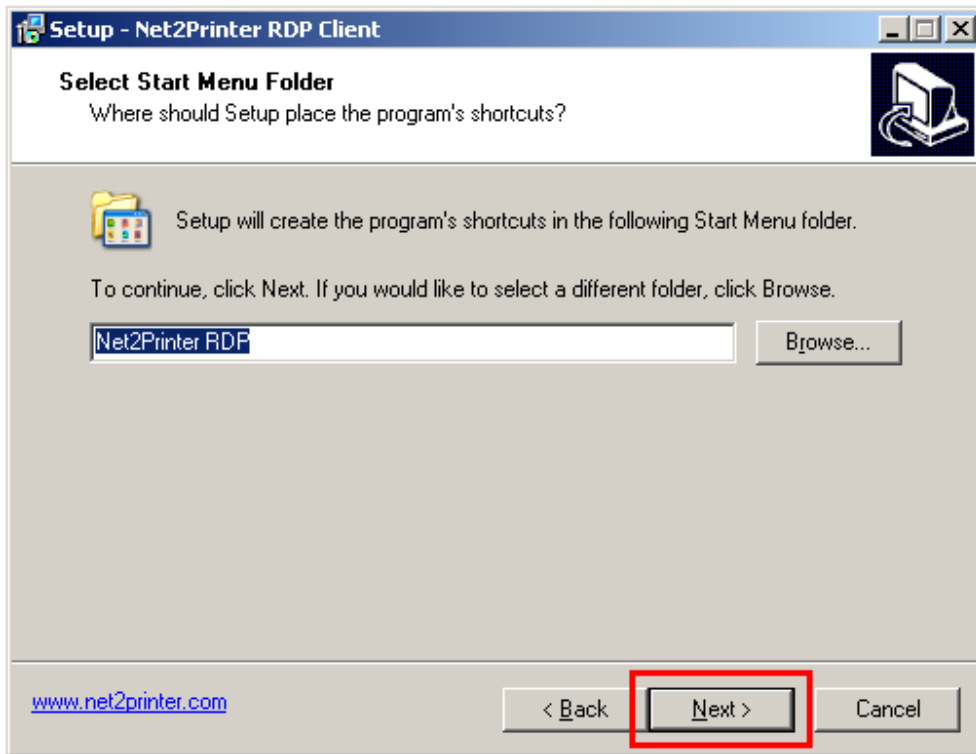
You then need to accept the agreement and click **NEXT** (see below)



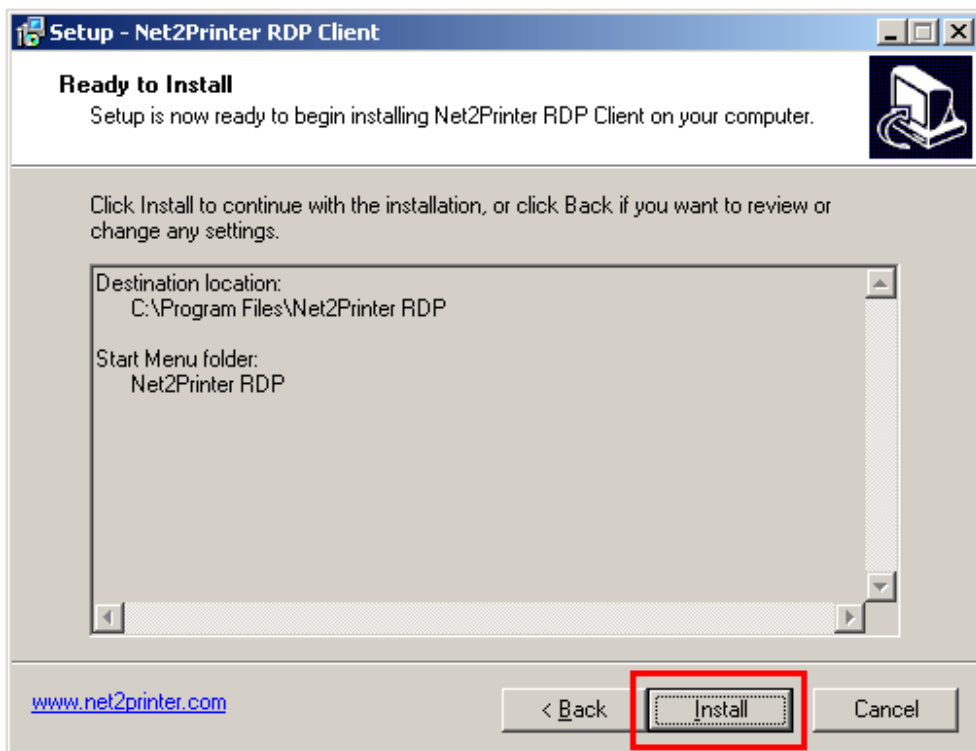
The destination folder should **NOT** be changed and again **NEXT** should be clicked (see below)



Select **NEXT** at the below screen:



The final screen (see below) will complete the installation, click **INSTALL**



After a couple of seconds you will see a screen with a FINISH button at the bottom, Click **FINISH**.

You may get a screen asking if you would like to restart your computer 'now' or 'later', select the option '**Yes**', to restart the computer now and click **FINISH**. Your computer will then restart.

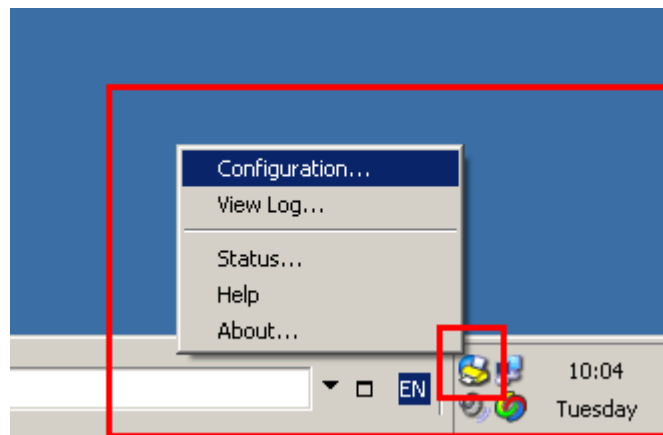
The software is now installed and will be activated the next time you log into Web Traveller using the remote desktop connection icon you downloaded earlier.

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### 3. Configuring the software

Log into Web Traveller in the usual way using the new '**WebTravellerFullClient.RDP**' icon on your desktop. Once you have logged in using you Web Traveller username and password ([xxxx@wct.local](mailto:xxxx@wct.local)), **you then need to minimise Web Traveller** so that you can see your own desktop.

In the bottom right hand corner of the screen on your own workstation you should now have a new printer icon (see screenshot below). Right click on the printer icon and chose the option 'Configuration':

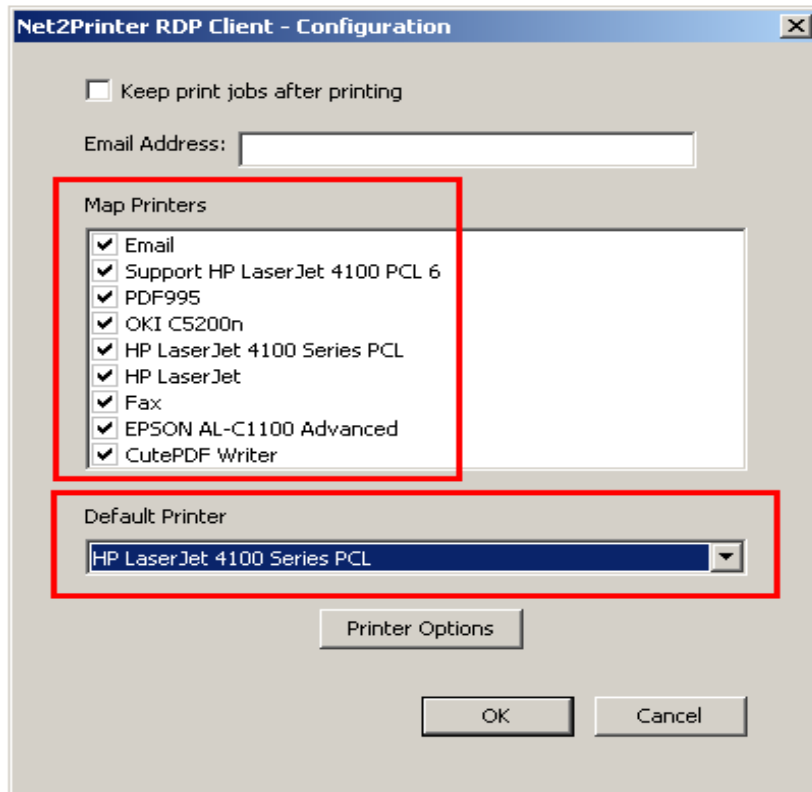


You should then see a 'configuration' box on your screen (see screenshot below) which will list all the printers installed on your computer.

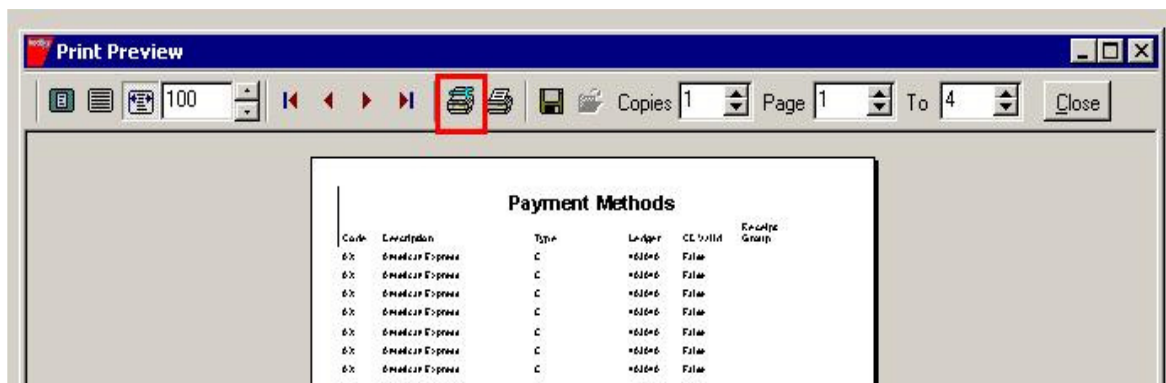
N.B. the 'Map printer' list will be different from the one on the image below.

Simply select all the printers that you would like to be able to print to from Web Traveller.

Select your preferred default printer from the 'Default Printer' dialog box and click 'OK'.



Now when you run Traveller and click the 'printer select' button, you will see a list of all the printers that you have just selected.



Your new Web Traveller printer set up is now complete.

- Any problems with any part of the installation should be reported to [UKTravel-Support@micros.com](mailto:UKTravel-Support@micros.com) with reference 'NET2PRINTING INSTALL PROBLEM' in the subject line of the email.