This instruction is for student and guests with a Windows-PC.

1. Before you start you will have to get a user from IT. If you have an office 365 user from Fjellhaug, you can use that one and jump to step 5 in this instruction. To get it, send a mail to ikt@fjellhaug.no. If you are a student, the username will be equal to your student number and your password will be equal to your four-digit pin. If you are a guest, the username and password will be given by IT.

2. First thing after getting the username and password is going to https://fjellhaug.eop.kmsky.no:8443/ log in with your username and password.
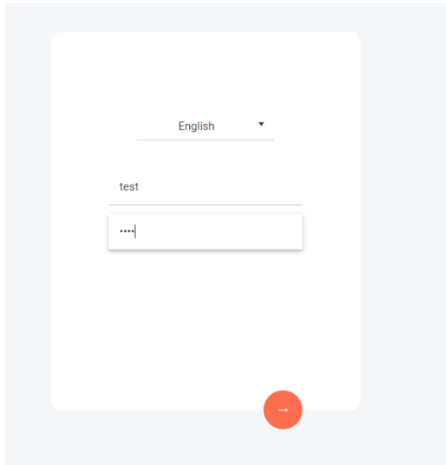

3. When logged in, go to «My profile» and then «Edit».
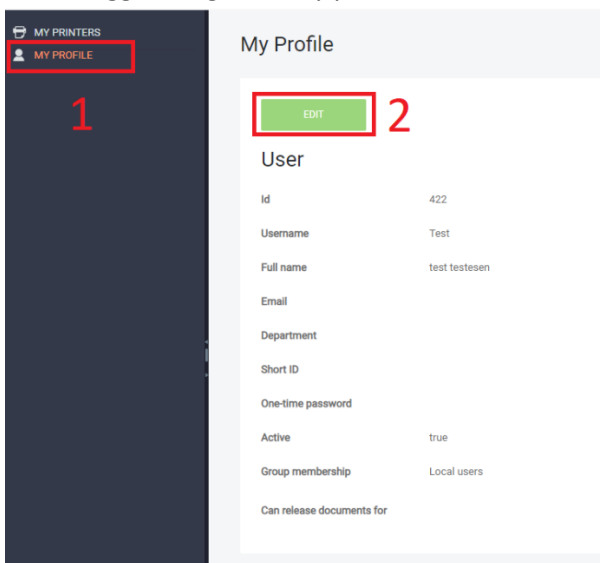

4. When editing «Edit», give preferred password in password and password repeat and press save. The user is now ready for use.
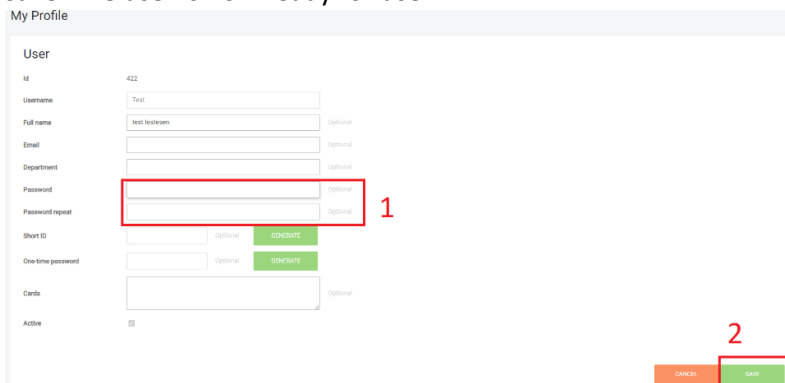
5. Go to https://fih.fjellhaug.no/ikt-verkt%C3%B8y/skrivere and choose the client file that fits your operation system. Download and open this file.
6. When opening the file, a security warning will come. Press «More info» followed by «Run anyway» for the specific file.
7. Go through the installation. When done, the logo marked below will be visible.
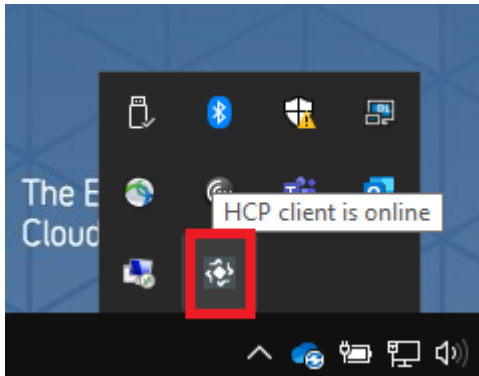
8. Right click this logo, click configuration and fill in like in the picture below.
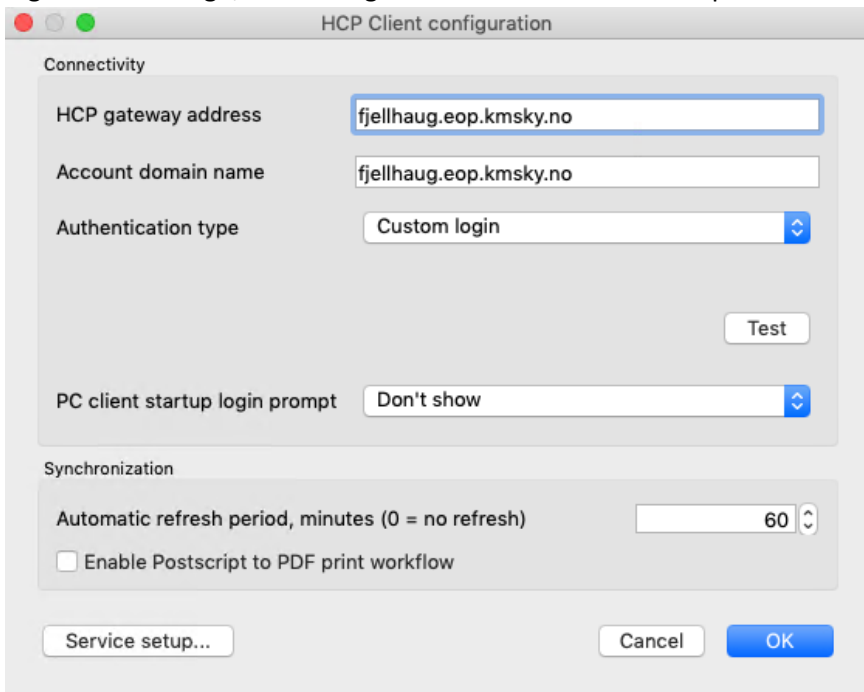
9. Press Ok and then right click the logo again. The picture below will then show. Write your username and password and press ok.
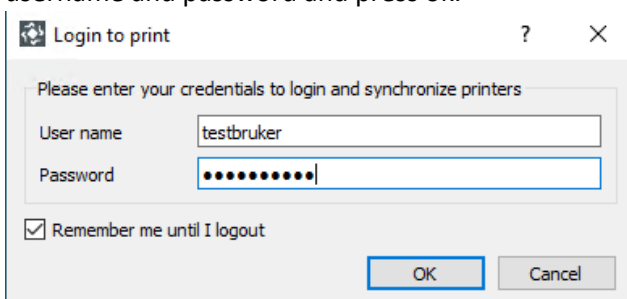

10. Sikker_print will now be an available unit when printing. Choose this one when printing.
11. Go to the printer in the library.

12. If you cannot see the screen in canvas A, press the button in canvas B to get the screen. If you lack a key chip, write your username and password, and jump to step 14. If the screen equals A and you got a key chip, hold the key chip in front the mark in canvas C.


13. When the key chip has been held in front of C described above you will get a screen like the one below. Easiest way to see if you have come to the right screen is by looking for the text inside canvas D in the screen below. Write your username and password and press ok. Your key chip will now be tied to your user.
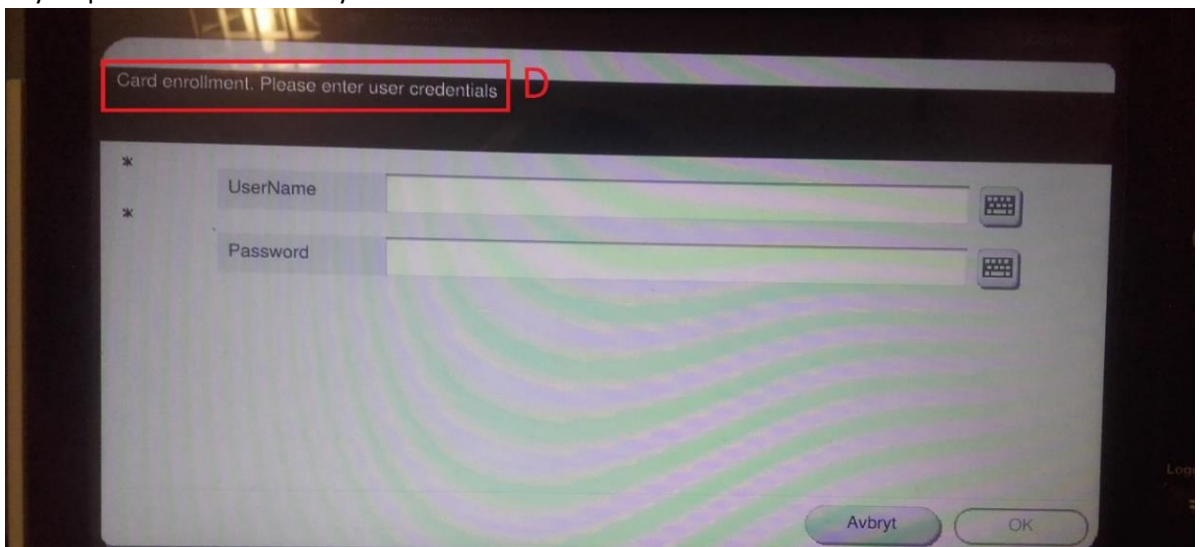
14. To find your prints, press «Pull Print» in canvas E in the picture below.
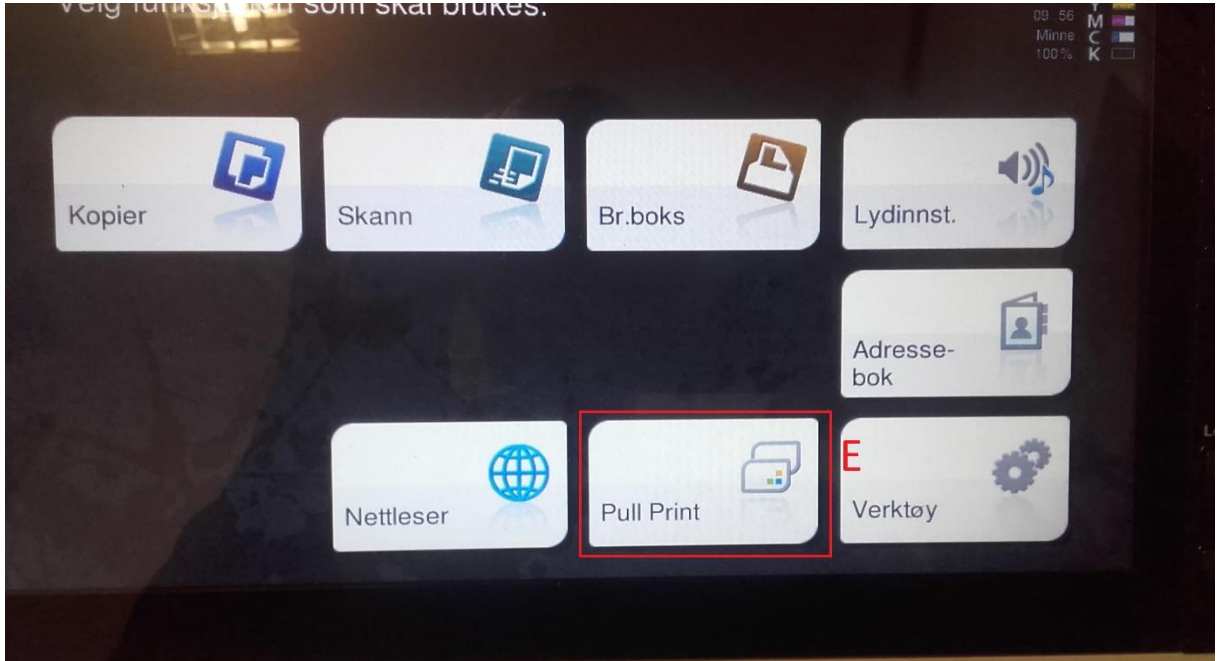
15. When you have pressed «Pull Print» you get an overview of your active print jobs and features tied to those. «Print» prints marked jobs, «Print + Hold» do the same, but keep the jobs in the list, «All» marks all jobs in the list, «Clear» remove all markings from the list and «Delete» deletes all marked jobs.
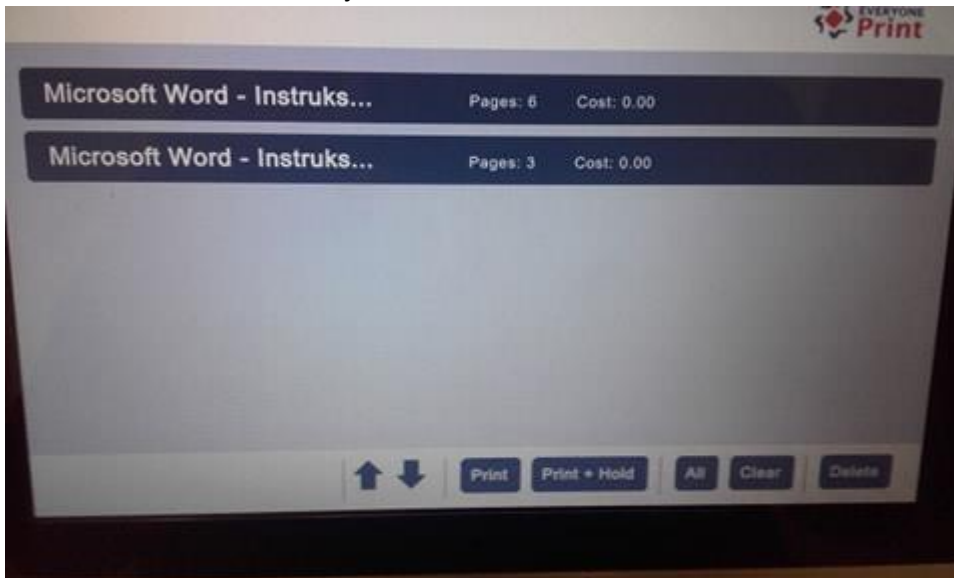
This is an instruction for first time use of Secure Print. From now on, only point 10, 12, 14 and 15 are required when printing.