

Guide to using a Karyon computer at MEB

1. Username: two different ones

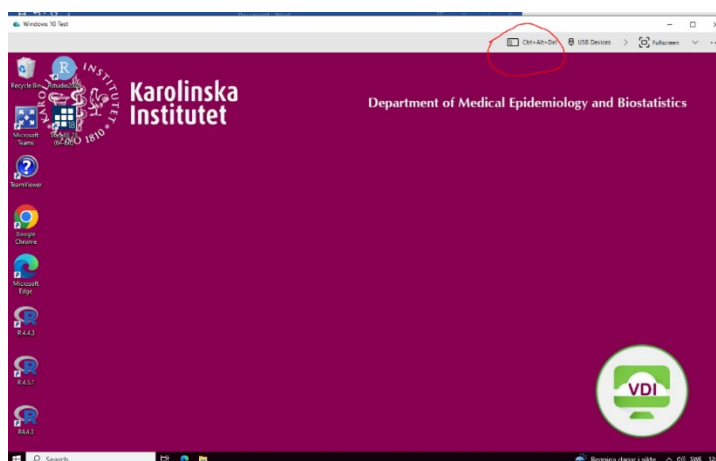
When it comes to the transition to Karyon, your username is very important. Already today, everyone at MEB has two usernames: one for KI-central, which we call KI-USERNAME and one from MEB, which we call MEB-USERNAME.

The big difference with the Karyon computer is that you now have to log in with KI-USERNAME to access central systems at KI (the internal web and KI mail etc.).

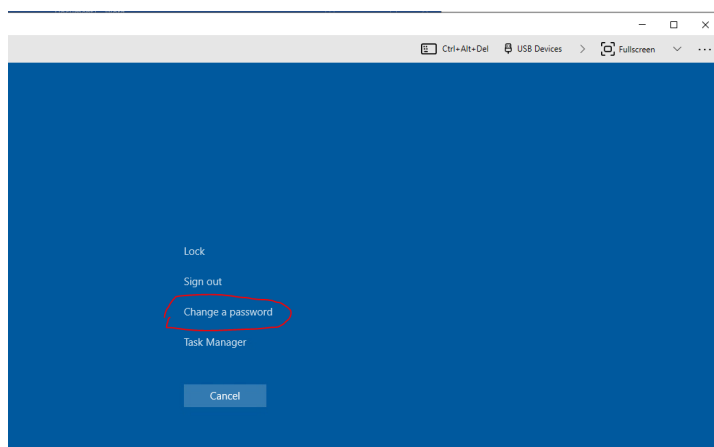
MEB-USERNAME was previously used to log in to your computer for everything, but is now needed for logging into some systems specific to MEB.

Your MEB account requires that you change the password every 6 months. Here are instructions on how to change the password in VDI:

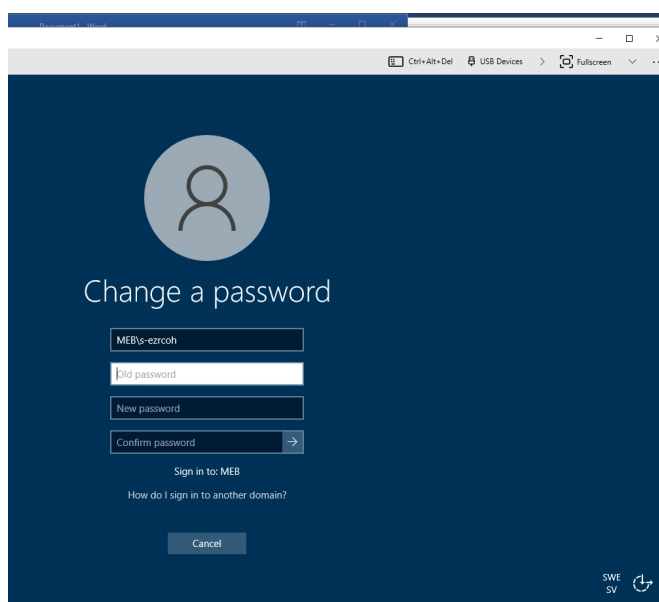
Log in to VDI. Then press Ctrl-Alt-Del or use the keyboard for the same command:



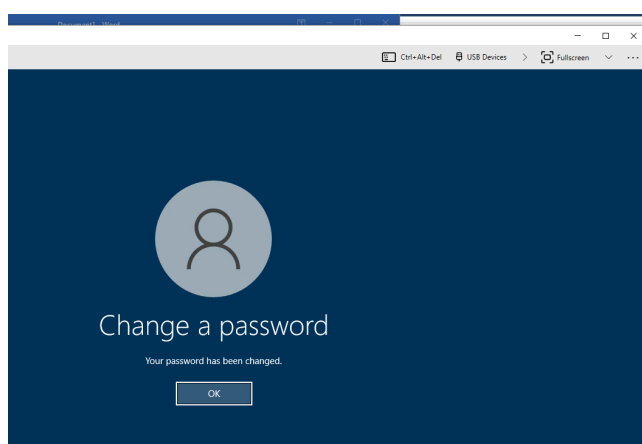
Then choose "change password" in the list:



Type in your old password and then a new one and confirm:



All done!



2. Network

If you turn on your Karyon computer without connecting a network cable, it will automatically find a wireless network called KI-STAFF (if you are physically at KI where the network is active). This network gives you access to the internet and all central KI functions, but not to systems and functions that are specific to MEB. If your computer does not log in automatically, please open the wi-fi settings and log in using your KI-username and KI password.

As before, there are also the wireless networks KI-GUEST (which can be accessed four hours at a time) and Eduroam (also available at other universities). These two networks give you access to the internet and nothing else.

For those who have asked to keep a network cable

Some computers still have a network cable – these are computers that have not yet been migrated and a few migrated/new computers with special need for heavy work.

For non-migrated computers to reach some of MEB's services that are restricted to the MEB network, you need to plug in an updated network cable. This also gives you access to central KI functions and it is from here that you will be able to manage your work and have access to everything you need, until your computer is migrated.

After the changes to the KI network in November 2025, you must contact MEB-IT to set up the connection with the network cable (using the so called MAC address on your computer). Please contact them using IT-support@meb.ki.se.

3. File servers

Your Karyon computer connected to KI staff will give you access to MEB's file server with the difference that the servers formally called Z: and T: can be found under M:

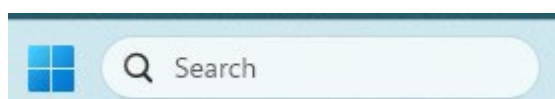
MEB	Karyon
P:	P:
Z:	M:\Homedir*username*
T:	M:\Temporaryitems

4. Printers for PC and MAC

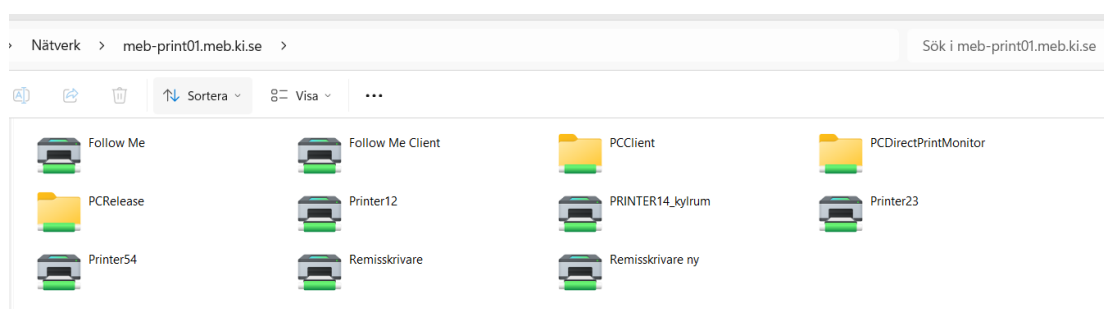
We are still using MEB-printers locally. To connect to a MEB-printer, please follow the instructions below.

PC

Open the search box at the bottom center of your PC:



Type in [\\meb-print01.meb.ki.se](http://meb-print01.meb.ki.se) and press Enter. You will now get a list of printers.

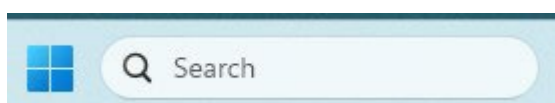


Select **Follow Me Client**: Right-click it and select **Connect**.

Then look up **the Company Portal ("Företagsportalen")** in the search box and look up the **PapercutClient MEB** app. Select it and then choose **Install**. This may take a while.

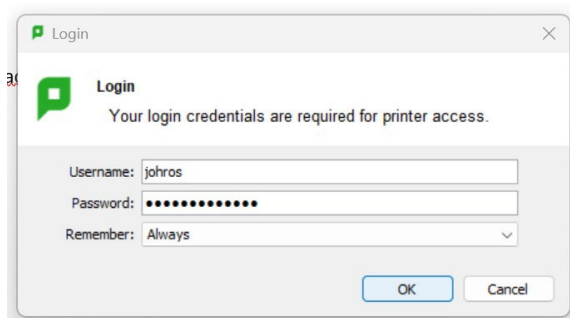


Once the app is installed, launch PaperCut by going to the "**Start button**" –
 > **Papercut MF Client and open it.**



You now need to log in as a login box to PaperCut appears (see below).
 Here you must use your MEB-username and MEB password (**MEB-USER**).

Select "**Always**" on the last line **Remember**.

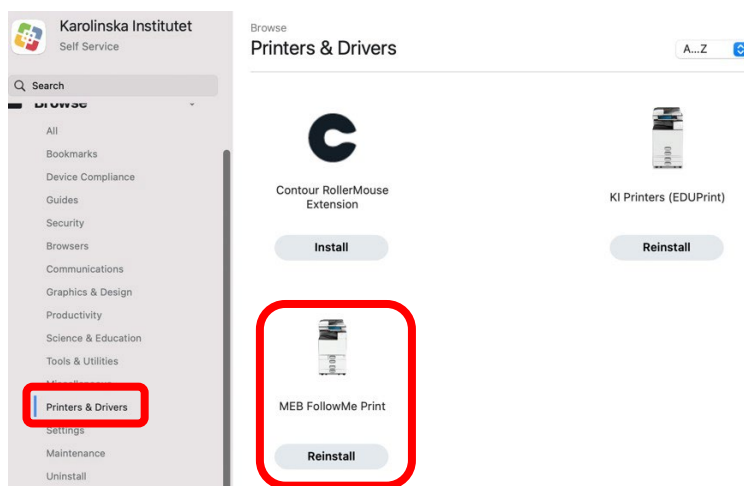


Mac

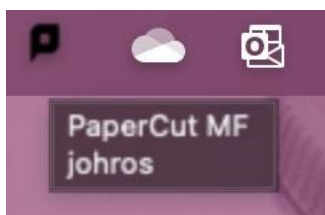
To access the MEB printers from a Karyon MAC, you must first install the printer driver from Self Service on your computer.

Start Self Service which is located on the bottom rail/dock of the screen and click "all".

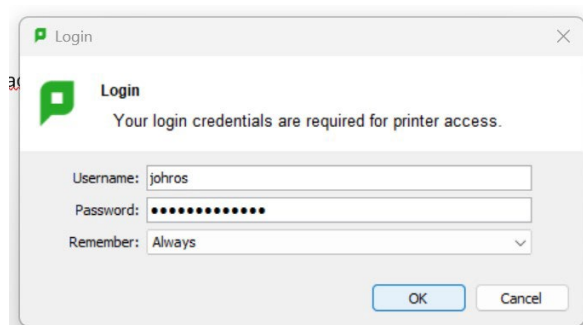
Highlight **Printer & Drivers** on the left, then click "**MEB Follow Me Print**".
 Then select "Install".



When the installation is complete after a few minutes, the PCClient icon will appear in the top right corner of the bar.



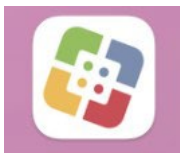
Place your mouse over the icon and your MEB ID will appear (see picture above). Choose to print any document and then you will get the login box below. Here you use your MEB ID and MEB password. Pay attention to selecting "Always" on the bottom bar (Remember).



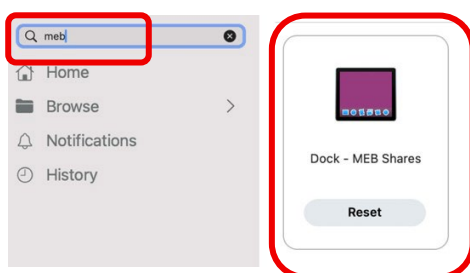
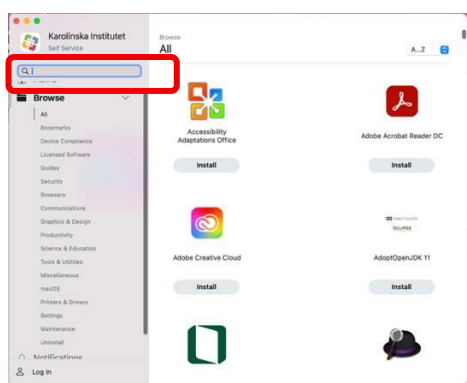
After logging in, you now have access to all printers that are on MEB's print server.

5. Reset "Dock – MEB Shares" on a Karyon MAC

To reset them open **"Self Service"** in the lower dock or use the magnifying glass to the top right to search for it

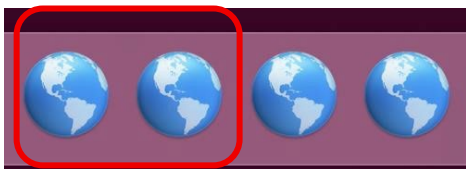


Here you search for "MEB"



Click on Reset **"Dock – MEB Shares"** and wait a minute.

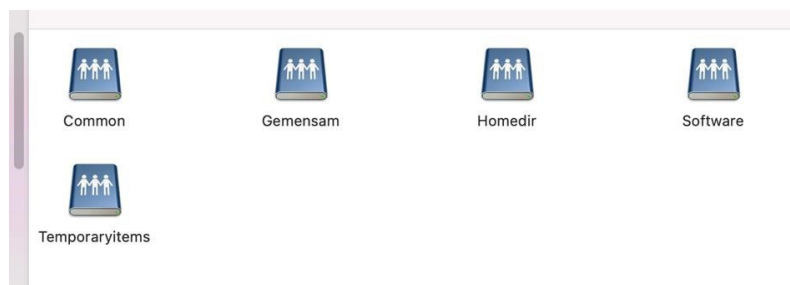
Now you see four Globes. Right-click on the two most left, one at a time and chose "Remove from Dock".



Now you should have only two "Globes", one called M: and the other P:



M: leads to these folders (see picture below). The first time you click on M: you have to login with your MEB-credentials. Under "Common" you have "Projects" and under "Homedir" you have your Home-folder (previously called Z:).



6. Help and Support

Both new computers and migrated ones come with Windows 11 and some programs need to be installed manually. More information can be found on the [Staff Portal](#).

The responsibility for your computer is now with ITA, but you should turn to MEB's IT support first if you experience a problem. They will be able to determine who best solves the problem and monitor that it is done.

Peripheral equipment such as special printers and the purchase of computer equipment are also handled by MEB-IT.

E-mail: IT-support@meb.ki.se