



MAC: Personal Laptops

Wireless Connectivity - Accessing Shared Folders - Installing Printers

Connecting to the wireless network

- Click on the **wireless icon** in the upper right corner of the **Finder/Desktop** screen
- A list of available networks will appear. Choose **RU-Secure**
- If prompted with **Verify Certificate**, click **Continue** and enter your **computer username** and **password** if prompted
- Click **Remember this Network**
- When prompted, enter your **FCAD username** and **password** and click **Join**.

Shared Network Folders

*At the School of Journalism we have a number of shared network locations in which you can access, share, and store files. Some instructors will require you to use folders on the **Vault** for course work. Your **personal home folder** is a network location that only you have access to. You can use it for storing your personal files. You must be on campus, connect to RU-Secure to have access to the Share Network Folders and Printers.*

Accessing the Vault (Shared Folders on the Network)

*To access the Vault or your personal Home folders of the Fir server from a Mac you MUST be running OSX 10.7 or later. Click the **Apple** symbol in the upper right corner of the **Finder** screen and select **About this Mac**. The OS X version will be listed below the Apple logo.*

- From the **Finder** menu click on **Go** and choose **Connect to Server**
- In the server address field enter <smb://fir.fcad.ryerson.ca/jrn/vault>
- Click **Connect** and if prompted click **Registered User**
- If prompted enter your **FCAD username** and **password** and check **Remember Password in my Key Chain**
- Click **Connect** and then press **Ok**

Accessing Personal Home Folders (Shared Folders on the Network)

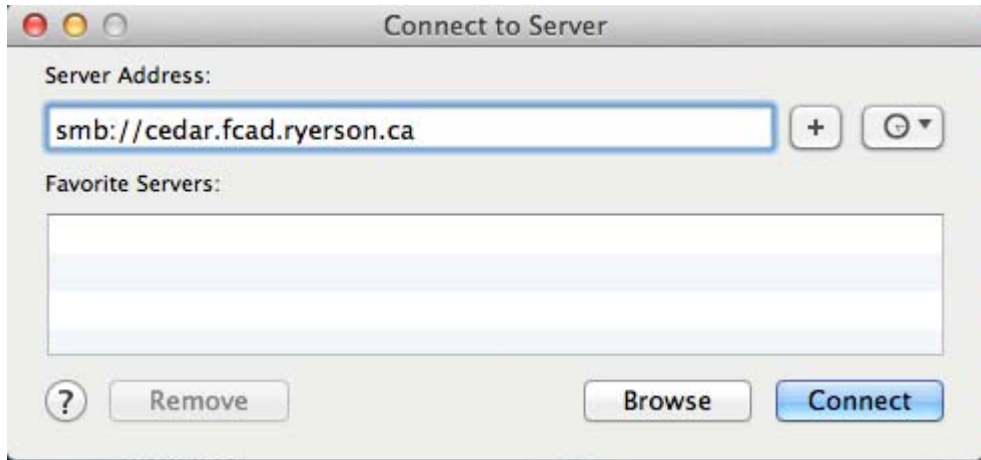
- From the **Finder** menu click on **Go** and choose **Connect to Server**
- In the server address field enter <smb://fir.fcad.ryerson.ca/home/myusername>
- Click **Connect** and if prompted click **Registered User**
- If prompted enter your **FCAD username** and **password** and check **Remember Password in my Key Chain**
- Click **Connect** and then press **Ok**

Printing in the School of Journalism

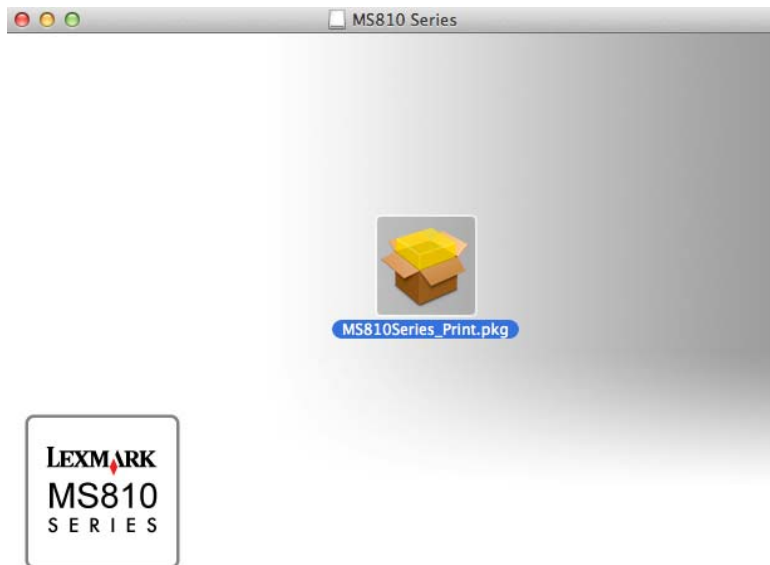
Note: Scanning or faxing can be done in the Venn by logging into the printer. Instructions are posted on the wall behind the printer. There is no charge for scanning or faxing.

1) Installing Printers (Will only need to be done once)

- From the **Finder** menu click on **Go** and choose **Connect to Server**
- In the server address field enter <smb://cedar.fcad.ryerson.ca> and then click **Connect**

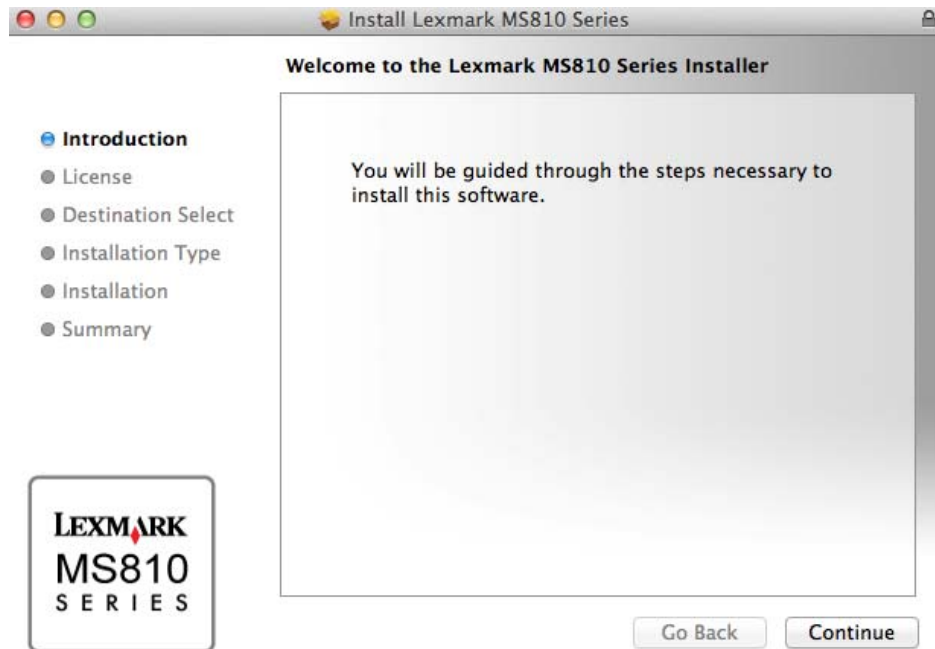


- Open the **Drivers** folder and select **Journalism Printers**
- Double click or use the arrow to expand the folder – choose the printer you want according to which printer you are installing **The Venn-Dell-Rcc103, JrnPrintLabs**
- Make sure you install the drivers for both **The Venn** and **JRNPrintLabs**
- Open the MAC folder and choose the driver that corresponds to the printer you want to install.
- Double click on the box icon to run the install and click **Continue**

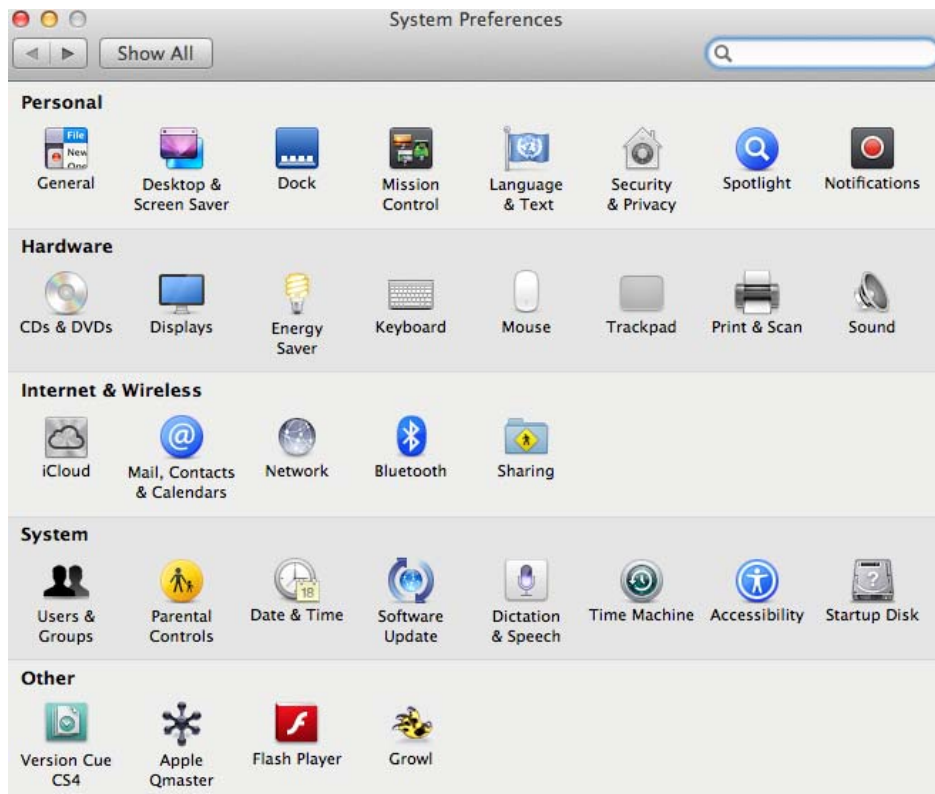


- Press **Continue** again and select **Agree**

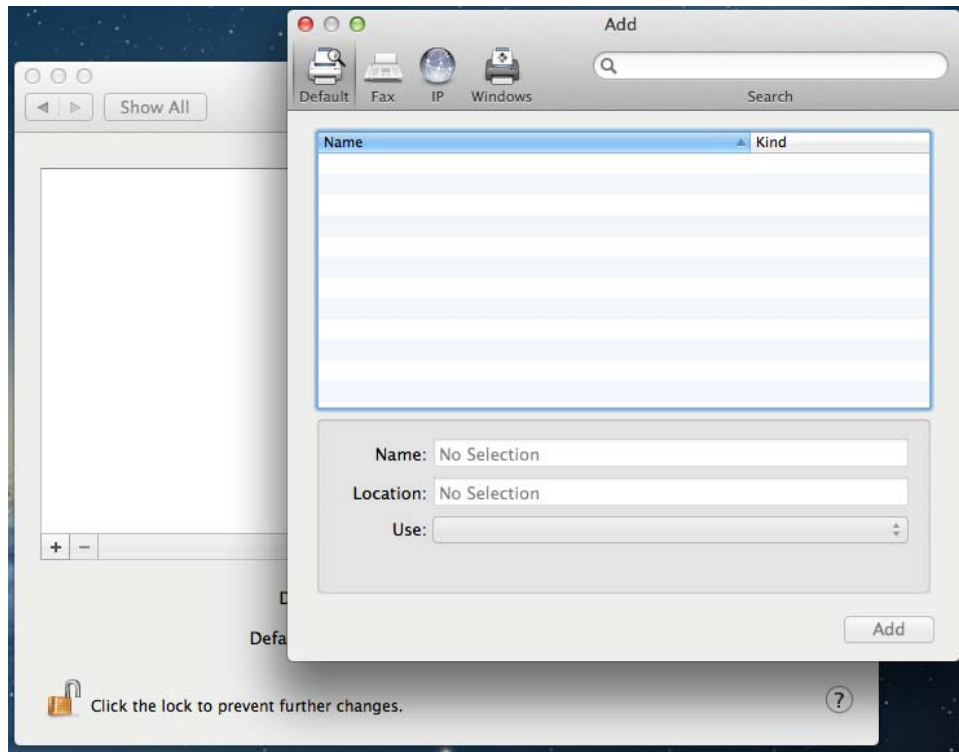
- Click **Install**. You will then be asked to enter your **computer username and password**



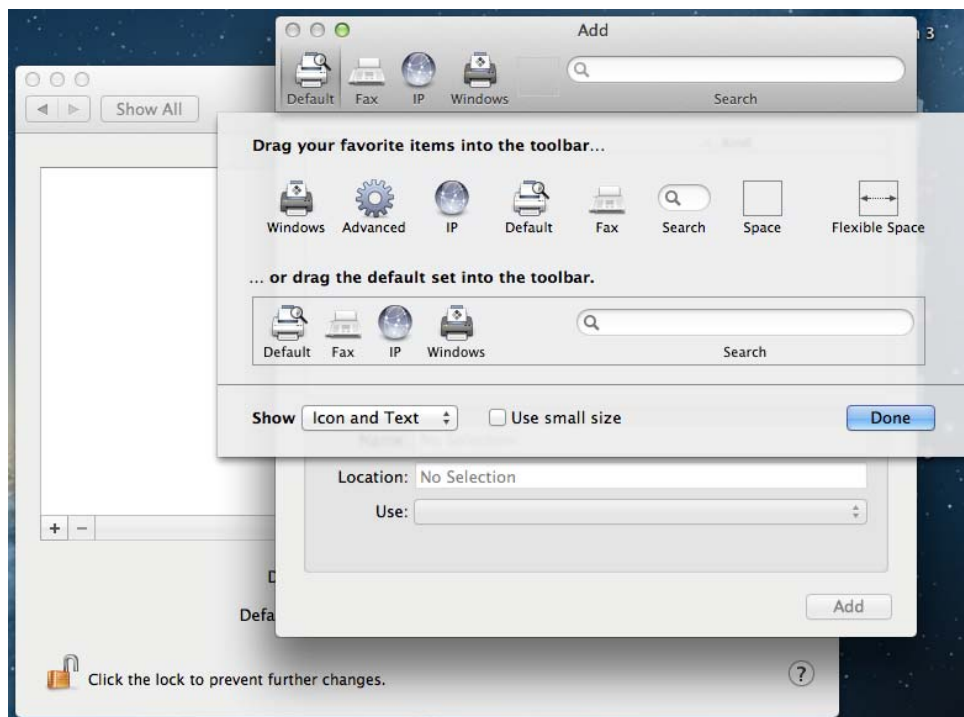
- Once you receive the **Installation successful** message, you will have the drivers on your computer. Click **close**
- Go to **System Preferences** and choose **printers and scanners**



- Click the(+) to add a new printer



- You should see an **Advanced** icon on your tool bar. If it doesn't appear do the following:
 - Right click in the toolbar area and choose **customize toolbar**
 - Click and drag **Advanced** icon to your tool bar



- Click on **Advanced** and wait for it to scan
- For the JRNPrintLab1 and JRNPrintLab2 fill in the fields as shown below:

The screenshot shows the 'Add' printer dialog box with the following fields filled:

- Type: Windows printer via spoolss
- Device: Another Device
- URL: smb://cedar.fcad.ryerson.ca/JRNPrintLab1
- Name: Print Lab 1
- Location: (empty)
- Use: Lexmark MS810 Series

An 'Add' button is located at the bottom right of the dialog.

Note: In order to find Lexmark MS810 Series you must first choose Select Printer Software in the Use field.

- For the The Venn fill in the fields as shown below:

The screenshot shows the 'Add' printer dialog box with the following fields filled:

- Type: Windows printer via spoolss
- Device: Another Device
- URL: smb://cedar.fcad.ryerson.ca/The-Venn
- Name: The Venn
- Location: (empty)
- Use: Dell B5465dnf Laser MFP

An 'Add' button is located at the bottom right of the dialog.

Note: In order to find Dell B5465dnf Laser MFP you must first choose Select Printer Software in the Use field.

- When you are finished click **Add**.

2) Logging into Papercut

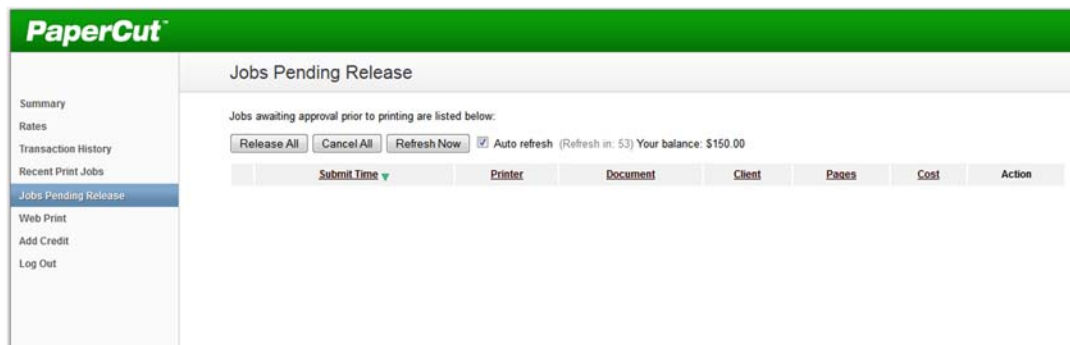
- Open a browser window and type the following in the URL field:
 - <http://cedar.fcad.ryerson.ca:9191/app>
- This will open the PaperCut login page
- Bookmark the page for easy access
- Login using **FCAD username** and **password**

3) Printing a Document

The process to print a document starts the same. When in an application, use the usual commands to print. The document will not immediately be printed as all print jobs are placed in a queue and must be released using the PaperCut system.

There are multiple options for releasing a document:

- 1) Release from your computer
 - From the PaperCut interface select **Jobs Pending Release**.
 - Find your document and press **print** for single documents or click **Release All** for multiple documents.
 - The document(s) will be sent to the printer you selected.



- 2) Releasing a document from the printer
 - Log on to the printer with your FCAD credentials
 - Log on to the printer with your student number
 - Slide your one card

Print jobs will remain in cue for 3 hours. After that they are automatically deleted from the system.

Each of your accounts has been loaded with virtual money. Your account is charged 10 cents per printed page.