



Windows: Personal Laptops

Wireless Connectivity - Accessing Shared Folders - Installing Printers

Connecting to the wireless network

- Click on the **wireless icon** and choose **RU-Secure**
- Select **connect automatically** and press **connect**
- When prompted enter your **FCAD username** and **password**
- Click **OK** (if you have selected **connect automatically** you won't have to do again)

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.

NOTE: If you are using Windows 8:

- Click the **Windows** icon then click on the **Computer** tile to open an explorer window
- Right click on **Network** at the bottom of the left column and choose **Map Network Drive**

Accessing the Vault (Shared Folders on the Network)

- Go to **Computer** and find **Map Network Drive**
- In the folder field enter <\\fir.fcad.ryerson.ca\jrn\vault>
- Select **Connect Using Different Credentials** and press **Finish**
- When prompted enter your **FCAD username** myusername@fcad.ryerson.ca
- Enter your **FCAD password** and check **Remember My Credentials** and click **OK**
- Windows will **"Map"** the network drive
- To make a shortcut on your desktop go to **Computer** and **right click** on the **network drive** – select **Create Shortcut** – this should place the shortcut icon on your desktop

Accessing Personal Home Folders (Shared Folders on the Network)

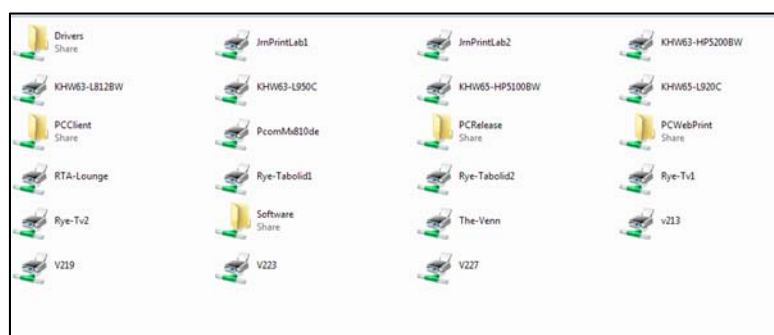
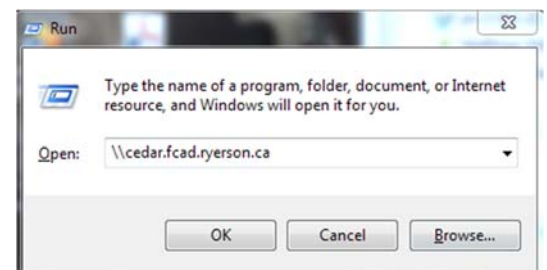
- Go to **Computer** and find **Map Network Drive**
- In the folder field enter <\\fir.fcad.ryerson.ca\home\myusername>
- Select **Connect Using Different Credentials** and press **Finish**
- When prompted enter your **FCAD username** myusername@fcad.ryerson.ca
- Enter your **FCAD password** and check **Remember My Credentials** and click **OK**.
- Windows will “Map” the network drive.
- To make a shortcut on your desktop go to **Computer** and **right click** on the **network drive** – select **Create Shortcut** – this should place the shortcut icon on your desktop

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)

- **For Windows 7:**
 - Go to the **Start menu**
 - Open **search programs and files** field, type <\\cedar.fcad.ryerson.ca> and press **enter**
- **For Windows 8:**
 - Go to the search field and type **run**
 - Open the **Run** application window
 - Type <\\cedar.fcad.ryerson.ca> and press enter
- When prompted enter your **FCAD username** myusername@fcad.ryerson.ca and password
- Select **Remember My Credentials** and click **okay**
- A list of network printers will appear



- Hold down CTRL and select the printers you want to install. i.e. **JRNPrintLab 1**, **JRNPrintLab2**, **The-Venn**. Right click and choose **Open**. This will automatically install the drivers on your computer.(if you get an error message with Windows 8 ignore)

2) Logging into Papercut

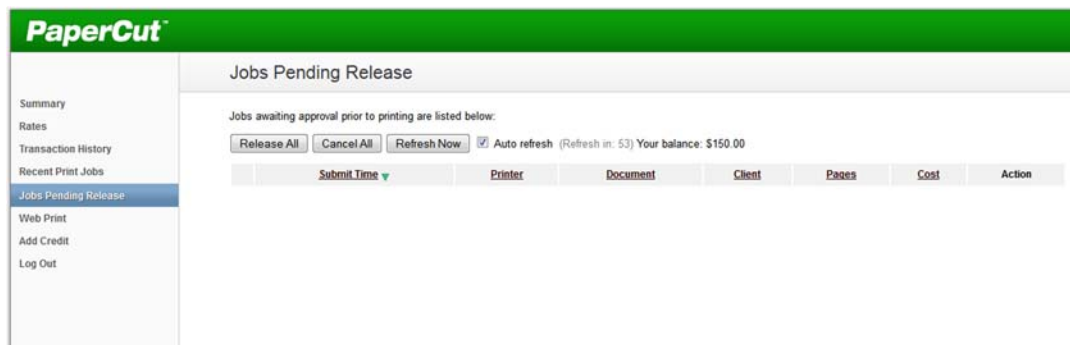
- Open a browser window and type the following in the URL field:
 - <http://cedar.fcad.ryerson.ca:9191/app>
- This will open the PaperCut login page
- Bookmark the page for easy access
- Log in using **FCAD username** and **password**

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.