



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 **MY.RYERSON username** and **password** and click **Join**.

Need help with this?

- You can contact CCS if you are having trouble connecting to RU-Secure Wireless on your laptop
- Phone: 416-979-5000 x6840
- Email: help@ryerson.ca
- Location: Kerr Hall West, Room 71

Connecting to Shared Network Folders

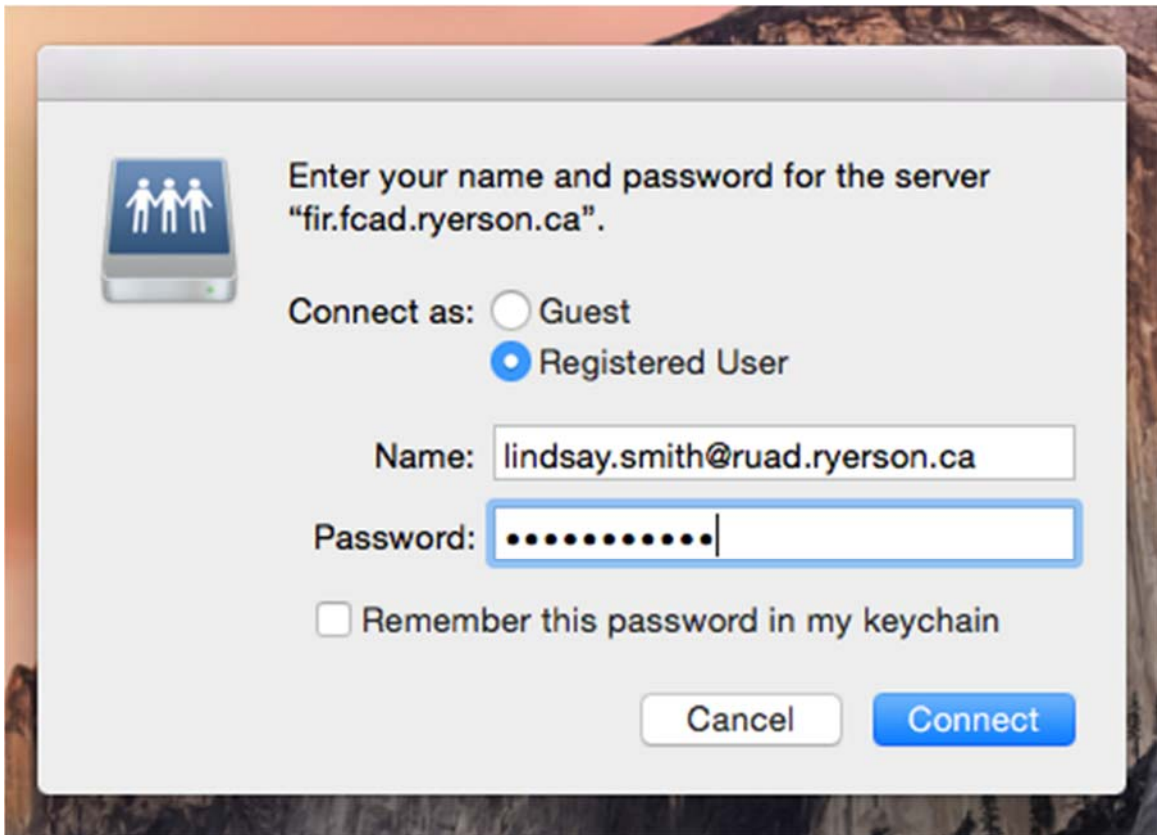
- *At the School of Journalism, we have a number of shared network locations in which you can access, share, and store files. Some instructors will require you to use folders on the **Vault** for course work. You can use these folders to temporarily store your work though you should keep another copy on an external storage device or use your Google Drive account. You must be on campus and connected 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
 - You must enter these extra characters in order to be prompted for your login credentials
- Make sure to select **Registered User**

- When prompted enter your **my.ryerson username** and **password** and check **Remember Password in my Key Chain** ex. **john.smith**. This will ensure you don't have to enter your credentials on your personal computer each time you connect.



- Click **Connect** and then press **Ok**

Printing in the School of Journalism

Note: Scanning 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.

Having trouble printing?

If you are having trouble printing from your personal laptop, you can contact FCAD Help

- **Email:** fcadhelp@ryerson.ca
- **Online:** <http://fcadhelp.fcad.ryerson.ca/>

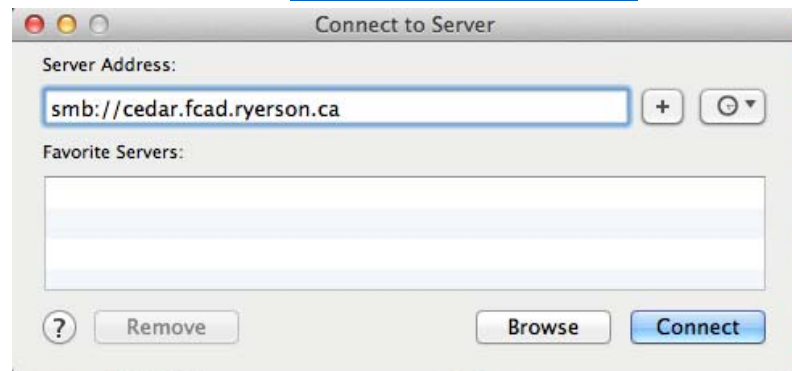
Printer names and their location:

- The Venn – Located in RCC 103
- JRNPrintLab1 – Located in the hallway of RCC 189
- JRNPrintLab2 – Located in the hallway of RCC 189
- RRJV101bw – Located in the RRJ newsroom RCC 101 (RRJ students only)
- Rye-Tv1 – Located in the Ryersonian Newsroom RCC 105 (Ryersonian students only)
- Rye-Tv2 – Located in the Ryersonian Newsroom RCC 105 (Ryersonian students only)
- Rye-Tabloid1 – Located in the Ryersonian Newsroom RCC 105 (Ryersonian students only)
- Rye-Tabloid2 – Located in the Ryersonian Newsroom RCC 105 (Ryersonian students only)

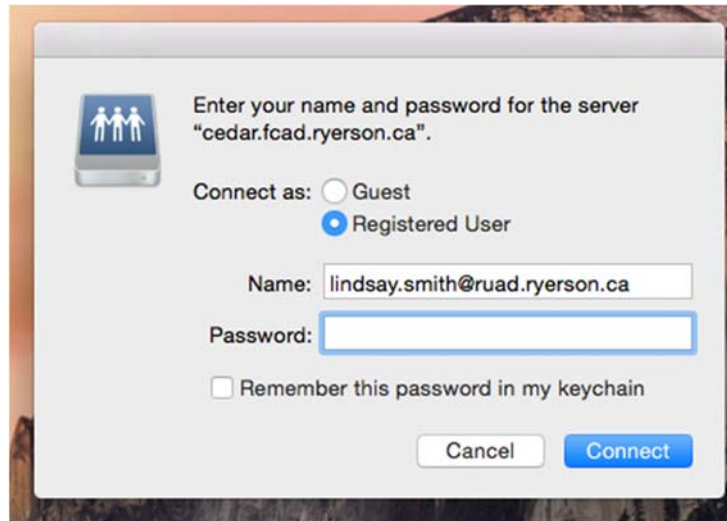
Setting up the Printers

1) Install Printer Drivers *(Will only need to be done the first time)*

- 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**



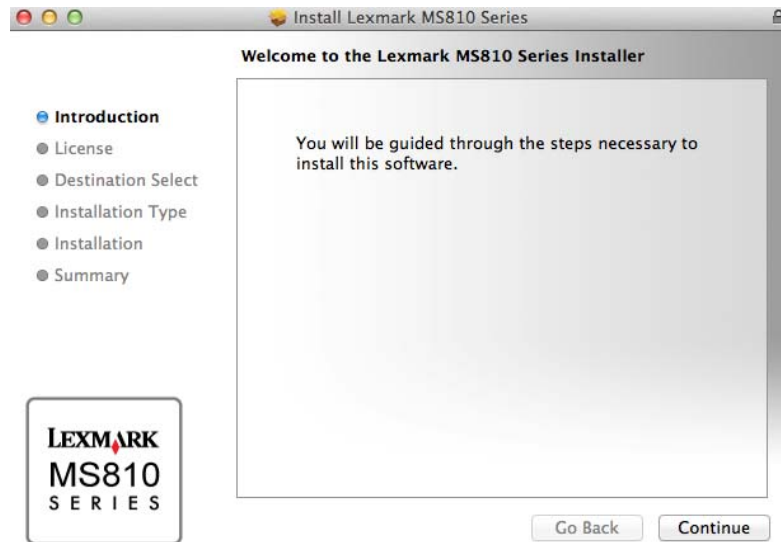
- If you are prompted with a login window like below, then log in with your **my.ryerson** credentials.
- In the username field, type your username followed by **@ruad.ryerson.ca**.
- In the password field, enter your **my.ryerson** password.
- You may also want to click on the “Remember this password in my keychain” checkbox if you don’t want to have to log in each time you print.



- 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 **The Venn** and **JrnPrintLabs**.
- Double click on the .dmg file that corresponds to the printer you want to install
- Next, double click on the box icon to run the install and click **Continue**



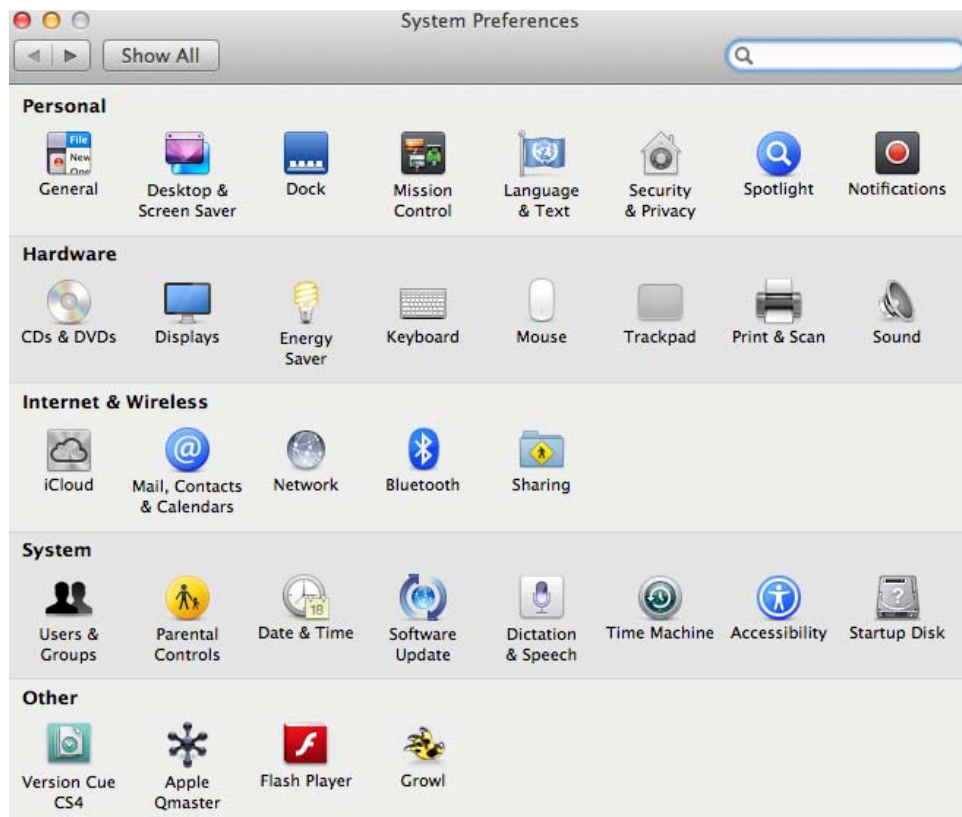
- Press **Continue** again and select **Agree**
- Click **Install**. You will then be asked to enter your **computer username and password**



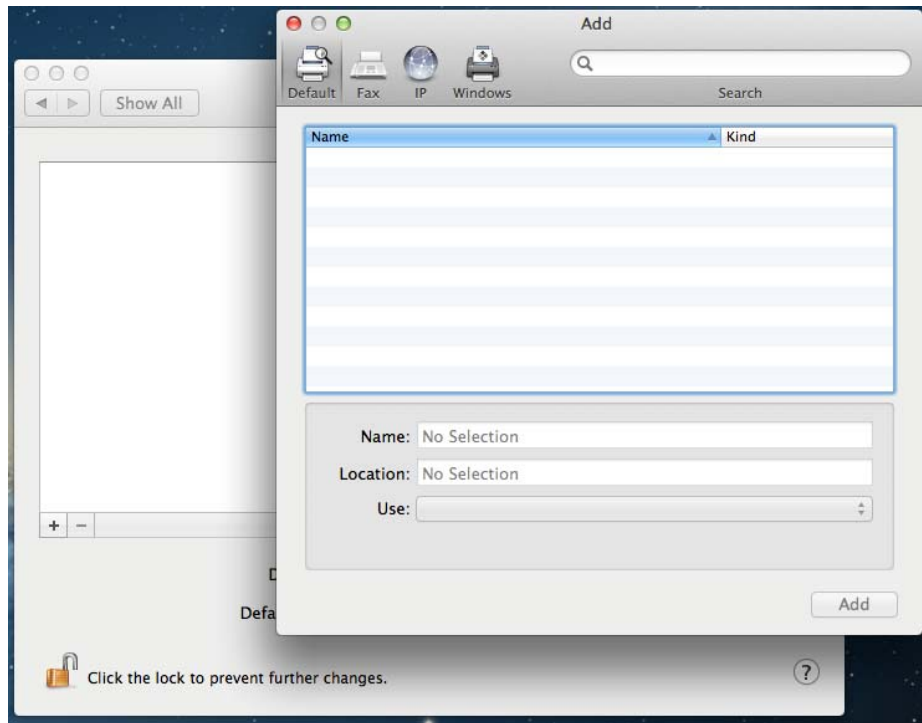
- Once you receive the **Installation successful** message, you will have the drivers on your computer. Click *close*

2) Adding the Printers (*only needs to be done the first time*)

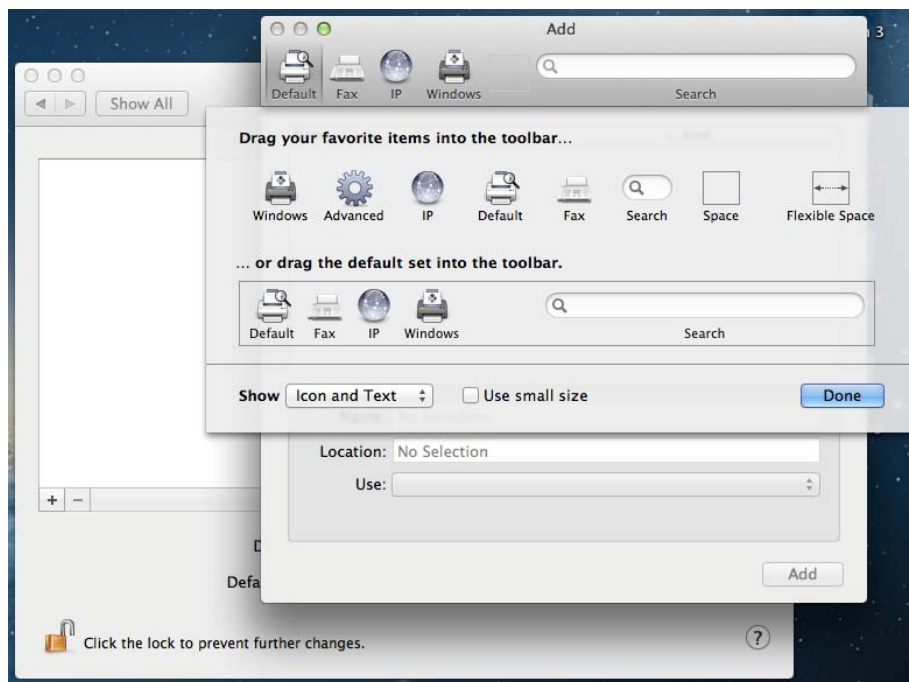
- Go to **System Preferences** and choose **printers and scanners**



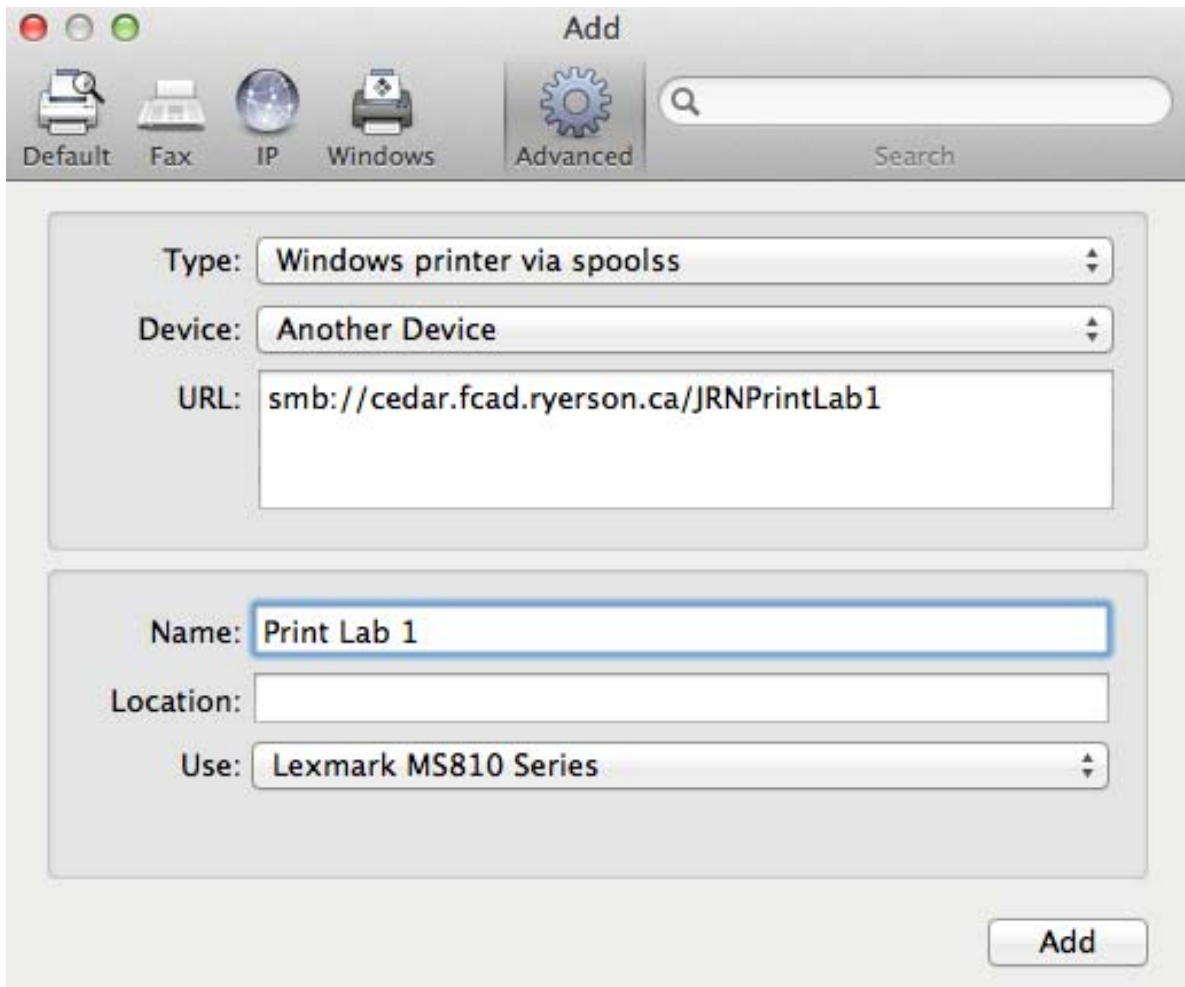
- Click the(+) to add a new printer



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



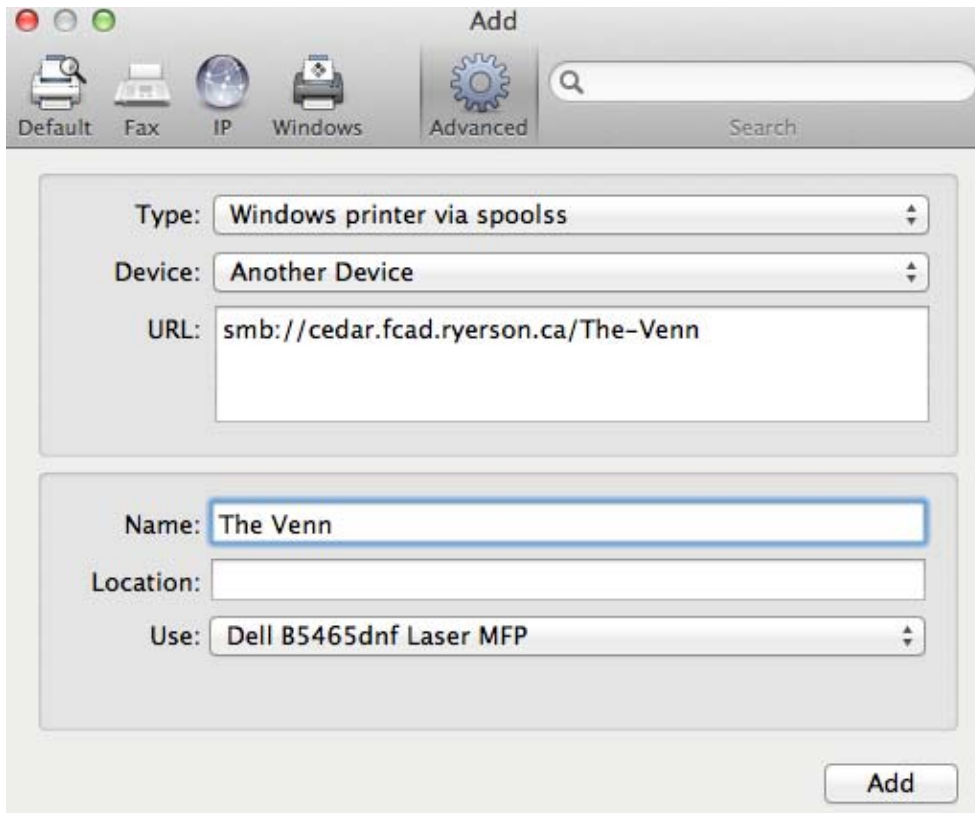
- Click on **Advanced** and wait for it to scan
- For the **JRNPrintLab1** and **JRNPrintLab2** fill in the fields as shown below (and in the screenshot):
 - Type: Windows Printer via Spoolss
 - Device: Another Device
 - URL: smb://cedar.fcad.ryerson.ca/JRNPrintLab1 (or ".../JRNPrintLab2")
 - Name: JRNPrintLab1 (or JRNPrintLab2)
 - Location: RCC189 Hallway
 - Use: click and select the newly installed "Lexmark MS810 Series" driver



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 (and in the screenshot):
 - Type: Windows Printer via Spoolss
 - Device: Another Device
 - URL: smb://cedar.fcad.ryerson.ca/The-Venn

- Name: The Venn
- Location: RCC 103
- Use: click and select the newly installed “Dell B5465dnf MFP” driver



Note: In order to find Dell BS5465dnf Laser MFP you must first choose Select Printer Software in the Use field.

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

3) Sending the print Job

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.

When printing documents from an application make sure to choose the appropriate printer to send the

4) Releasing the Print Job

There are two options for releasing a document:

- 1) Release from your computer by logging into PaperCut
 - Open a browser window and type the following in the URL field:
<http://print.fcad.ryerson.ca>
 - This will open the PaperCut login page
****Bookmark this page for easy access in the future****
 - Login using your **my.ryerson username** and **password**
 - 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

- Swipe your One Card in the appropriate slot (follow the instructions next to the printer)

OR

- Log on to the printer with your **student number**

OR

- Log into the printer with your **my.ryerson username** and **password**

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.