



Windows: Personal Laptops

Wireless Connectivity - Accessing Shared Folders - Installing Printers

Connecting to Ryerson Wi-Fi

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

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.

| Windows 7 & 8 | Windows 10 |
|--|--|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• Click the Windows icon then right click File Explorer• In the pop up window choose Map Network Drive and continue with the steps below |

Accessing the Vault (Shared Folders on the Network)

- Right click on **Computer** and find **Map Network Drive**
- In the folder field enter [\\fir.fcad.ryerson.ca\jrn\vault](http://fir.fcad.ryerson.ca/jrn/vault)
- Select **Connect Using Different Credentials** and press **Finish**
- When prompted enter your **my.ryerson username** ex. **john.smith**
- Enter your **my.ryerson 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 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:

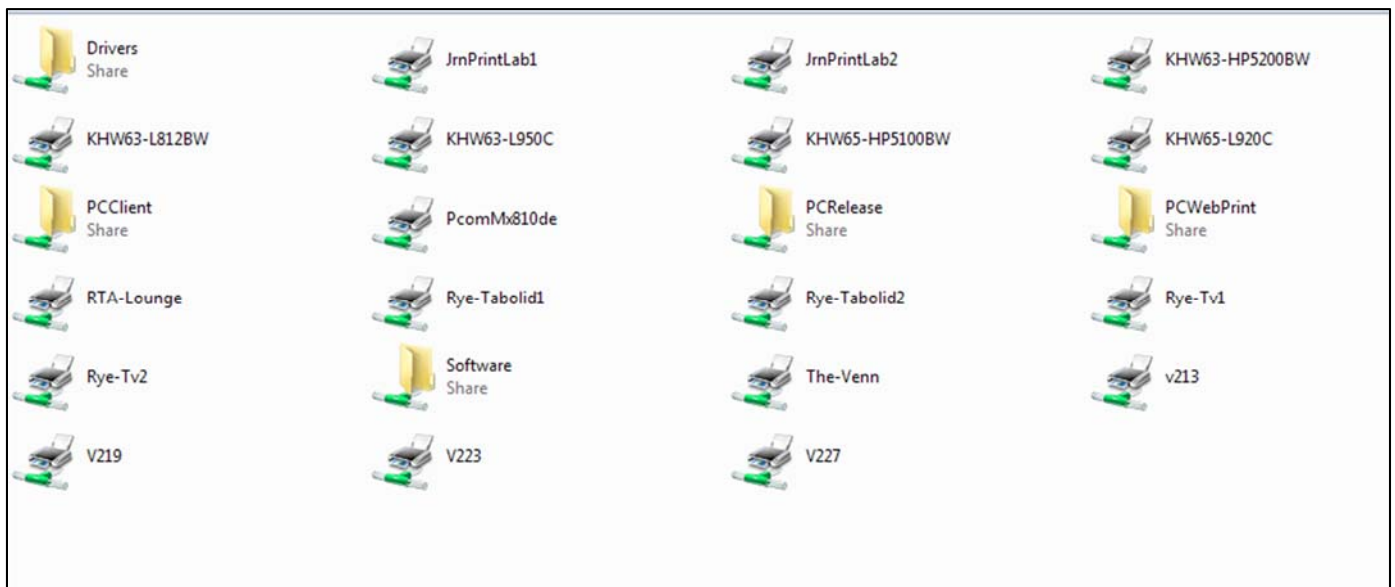
- The-+Venn – Located in RCC 103
- JRNPrintLab1 – Located in the hallway of RCC 189
- JRNPrintLab2 – Located in the hallway of RCC 189
- RRJV101bw – Located in the RRJ newsroom RCC 101 (RRJ students only)
- Rye-Tv1 – Located in the Ryersonian Newsroom RCC 105 (Ryersonian students only)
- Rye-Tv2 – Located 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)
- V213 – Located in RCC 213
- V219 – Located in RCC217

1) Add Printers (only needs to be done the first time)

****Printer drivers may not work in Windows 8.1 or 10, in that case use WebPrint**

| Windows 7 | Windows 8 | Windows 10 |
|---|--|--|
| <ul style="list-style-type: none">● Go to the Start menu● Open search programs and files field, type \\cedar.fcad.ryerson.ca and press enter | <ul style="list-style-type: none">● Go to the search field and type run● Open the Run application window● Type \\cedar.fcad.ryerson.ca and press enter | <ul style="list-style-type: none">● In the search field type \\cedar.fcad.ryerson.ca and press enter |

- You will be prompted to enter your credentials
- In the username field, enter **RUAD\my.ryerson username** ex. **john.smith** 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)
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2) Sending the print Job

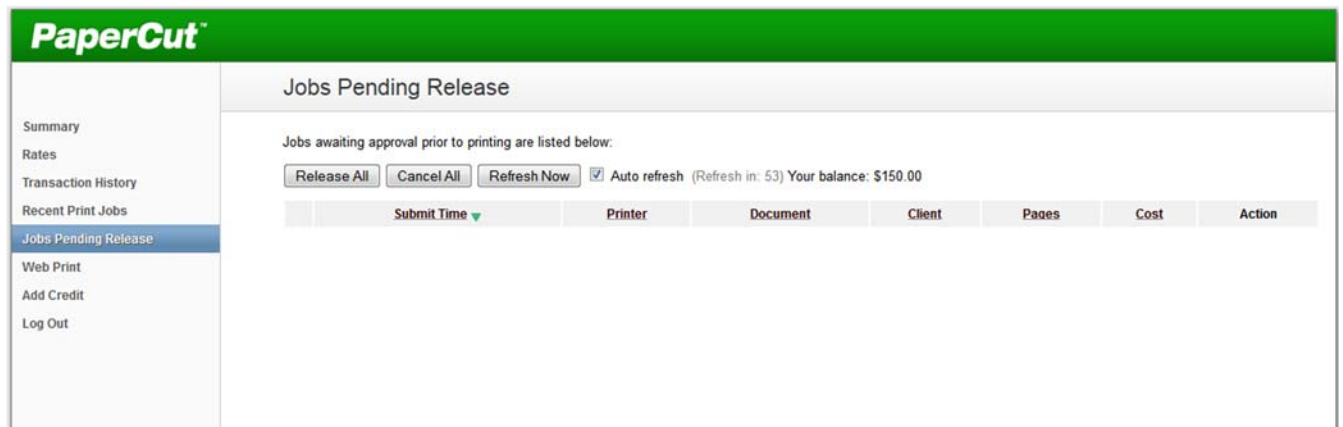
The process to print a document starts the same. When in an application, use the usual commands to print. The document will not immediately be printed as all print jobs are placed in a queue and must be released using the PaperCut system.

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

3) 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.



The screenshot shows the PaperCut web interface. The top navigation bar is green with the 'PaperCut' logo. On the left is a sidebar menu with options: Summary, Rates, Transaction History, Recent Print Jobs, **Jobs Pending Release** (highlighted), Web Print, Add Credit, and Log Out. The main content area is titled 'Jobs Pending Release' and contains the text 'Jobs awaiting approval prior to printing are listed below:'. Below this text are three buttons: 'Release All', 'Cancel All', and 'Refresh Now', followed by a checked checkbox for 'Auto refresh' and the text '(Refresh in: 53) Your balance: \$150.00'. A table header is visible with columns: Submit Time (with a dropdown arrow), Printer, Document, Client, Pages, Cost, and Action.

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.