ADDING A PRINTER

1. Open up Windows Explorer



2. In the navigation bar, type in <u>\\cas-print.ad.unc.edu</u> and hit enter



This will bring up a list of all the network printers in the College. The two we're interested in right now are **de211a** and **de211b**



These are the two Xerox machines located in the Copy Room (Dey 211). Their names are above the respective machines on the wall.

To add one of the printers, double-click the icon and the drivers will automatically be installed on your computer. *To avoid confusion, it would be best to only add one of these machines.*

PRINTING TO THE XEROX

After you've installed one of the two printers, it's just a few easy steps to send a secure print-job!

1. Go to File > Print, like you normally would. Make sure the correct machine is selected, and **BE SURE to remember the name** (211a vs 211b)



2. Select "Printer Properties." An orange Xerox window should pop up.

\\cas-print\de211b Properties	
	xerox 🔊°
Printing Options Image Options Document Job Type: Normal Print Normal Print -Letter (8.5 x 11") -White -Printer Default Type Printer Default Type -Sided Printing: 2-Sided Printing: 2-Sided Print Finishing: - No Stapling Print Quality: Standard Image Options Output Destination: Automatic	t Options Advanced
Saved Settings: Driver Defaults	Status:

3. In the Job Type field, select "Secure Print"



NOTE – if you select "Normal Print," your job will print right away. Please do not select "Normal Print."

4. You will then immediately be prompted to enter/confirm a passcode. This can be any code you want, but we recommend just using your login code. Your job will not print until you have entered this code at the machine. After you do this once, your computer should remember your code and "suggest" it when this window pops up in the future. Enter/confirm your code, and press OK.

Secure Print
Passcode: (4-10 Digits)
Confirm Passcode:
••••
This job will be held at the printer until you enter this passcode to release it.
? OK Cancel

- 5. The rest of the settings should default where they need to be. Be sure to select the desired setting under 2-Sided Printing (HINT do 2-Sided as much as possible! ③)
- 6. Select OK at the bottom to close out of Printer Properties.



7. Now, you're ready to hit the Print button and send it off!



8. You will be prompted for one more item – your user ID. Enter your copy code and press OK. After you do this once, your computer should remember your ID and "suggest" it when this window pops up in the future.

You must enter the same code you use to log into the Xerox machine or the print job will not go through.

Accounting		<u> </u>
User ID:		
Account Type:		
Default Group	Account	•
Account ID;		
	OK	Cross
:	UK	Cancel

RELEASING A SECURE PRINT JOB

1. Go to the machine (211a or 211b) where you sent your job. Select the "Job Status" button.



2. Select "Secure Print Jobs"

Tray 1 is empty. Add			
Active Jobs	Secure Print Jobs	Completed Jobs	
All Jobs		-	
	Nam	e Status	

3. Select your username

	Secure Print Jobs	Completed Jobs	
Owner			Jobs
loganb89			1
	TREE		

4. You will then be prompted to enter in the passcode you selected for this job. Type it in with the keypad, then press Enter on the screen.



5. Select the job(s) you wish to release – it will be the Program and the first part of the File Name. You can also delete it now if you realize you don't need to print it anymore, or made a mistake.

Active Jobs Secure Print Completed Jobs			
loganb89	Back	Delete All	Release Afi
# Name		Job Type	
001 Microsoft Wo	ord - Test-Print-D		
	Release		
	Delete		
7 /	Job Details		
	Close Menu		

6. Pick up the job from the tray and carry on with your day!