
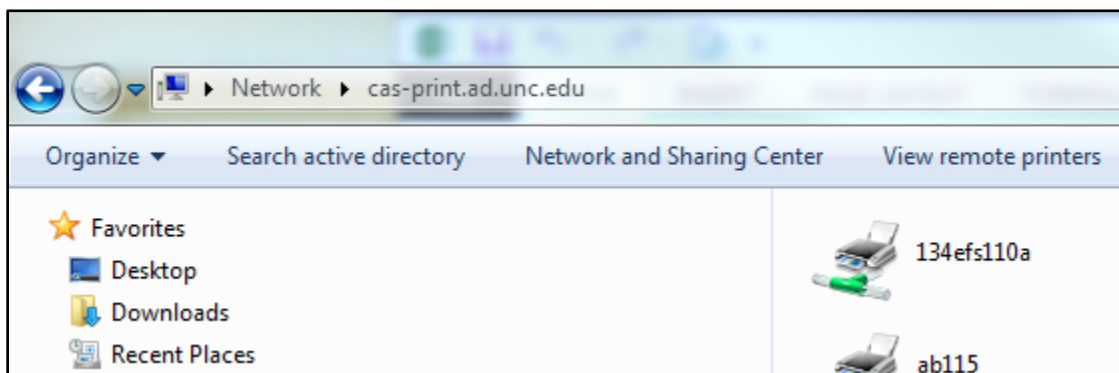
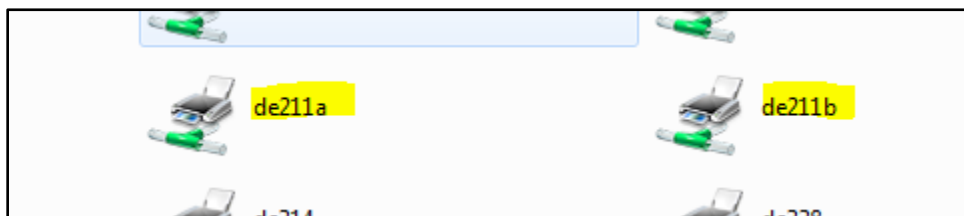


## ADDING A PRINTER

1. Open up Windows Explorer 
2. In the navigation bar, type in <\\cas-print.ad.unc.edu> 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**



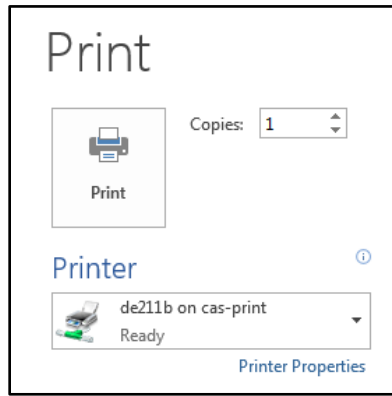
These are the two Xerox machines located in the Copy Room (Dey 211). Their names are above the respective machines on the wall.

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.***

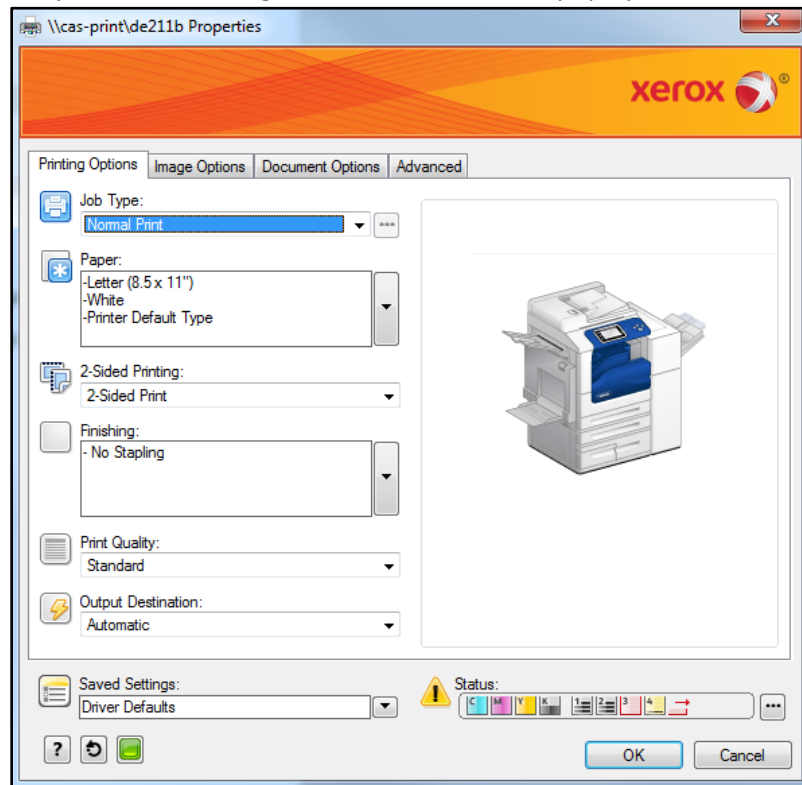
## **PRINTING TO THE XEROX**

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

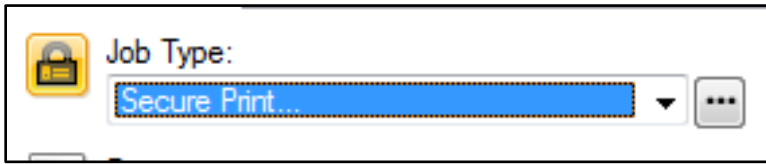
1. Go to File > Print, like you normally would. Make sure the correct machine is selected, and **BE SURE to remember the name (211a vs 211b)**



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

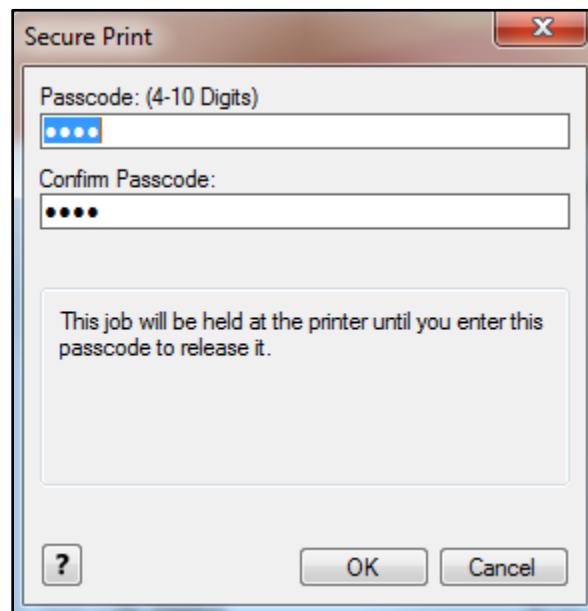


3. In the Job Type field, select "Secure Print"

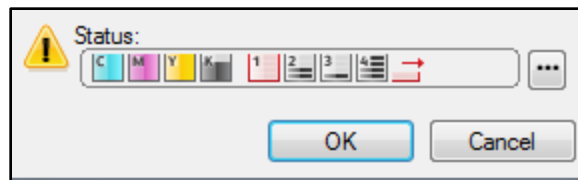


NOTE – if you select "Normal Print," your job will print right away. Please do not select "Normal Print."

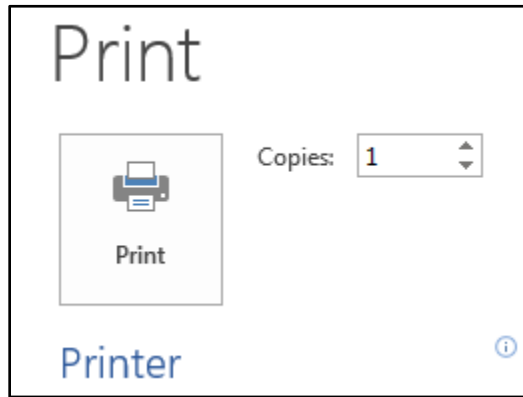
4. You will then immediately be prompted to enter/confirm a passcode. This can be any code you want, but we recommend just using your login code. Your job will not print until you have entered this code at the machine. After you do this once, your computer should remember your code and "suggest" it when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



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! ☺ )
6. Select OK at the bottom to close out of Printer Properties.

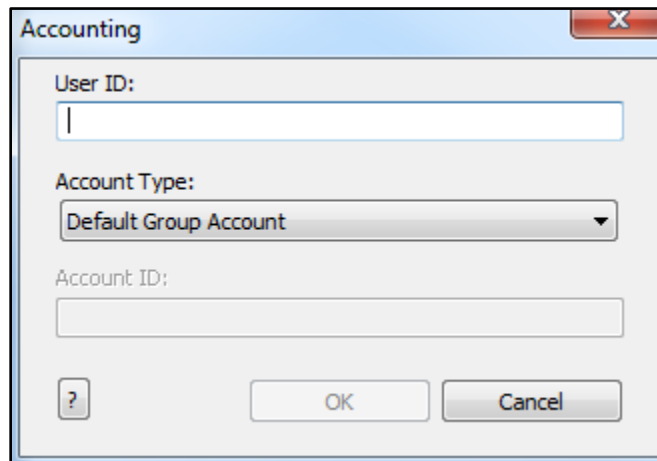


7. Now, you're ready to hit the Print button and send it off!



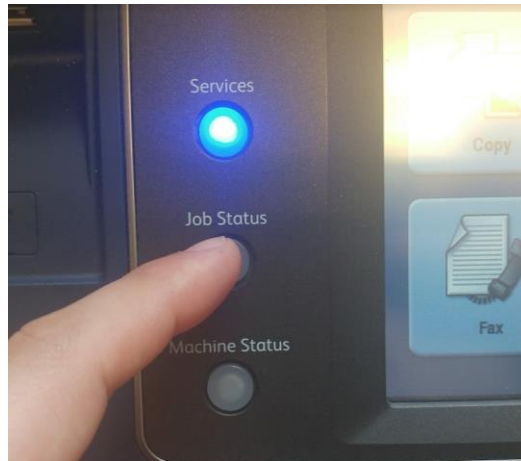
8. You will be prompted for one more item – your user ID. Enter your copy code and press OK. After you do this once, your computer should remember your ID and “suggest” it when this window pops up in the future.

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

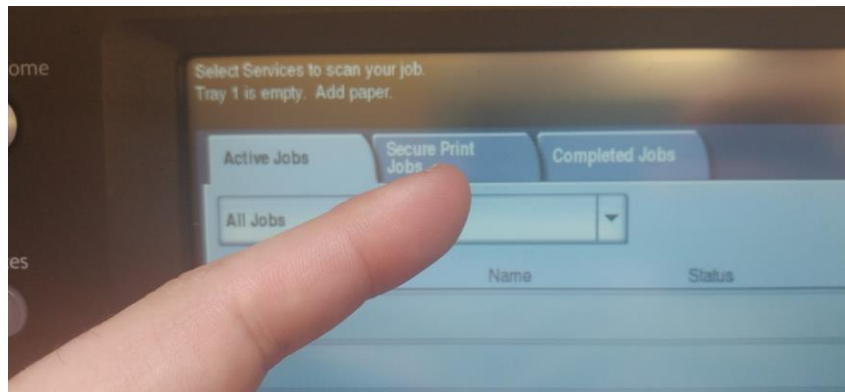


## **RELEASING A SECURE PRINT JOB**

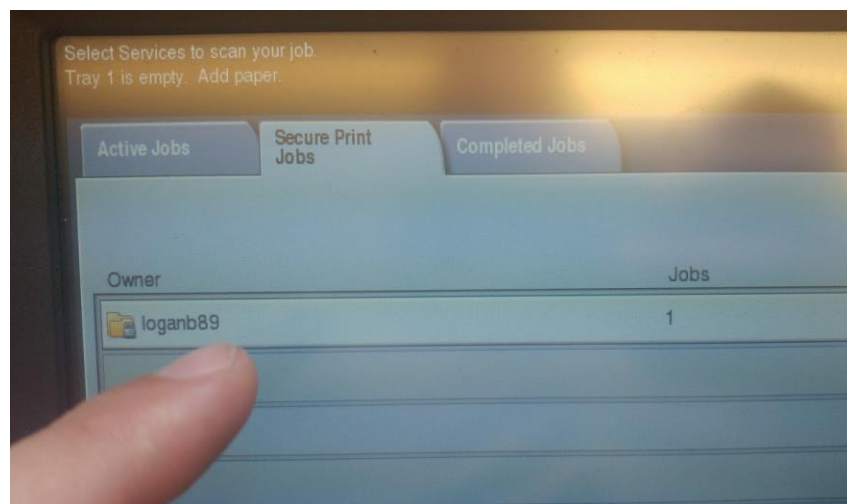
1. Go to the machine (211a or 211b) where you sent your job. Select the “Job Status” button.



2. Select “Secure Print Jobs”



3. Select your username

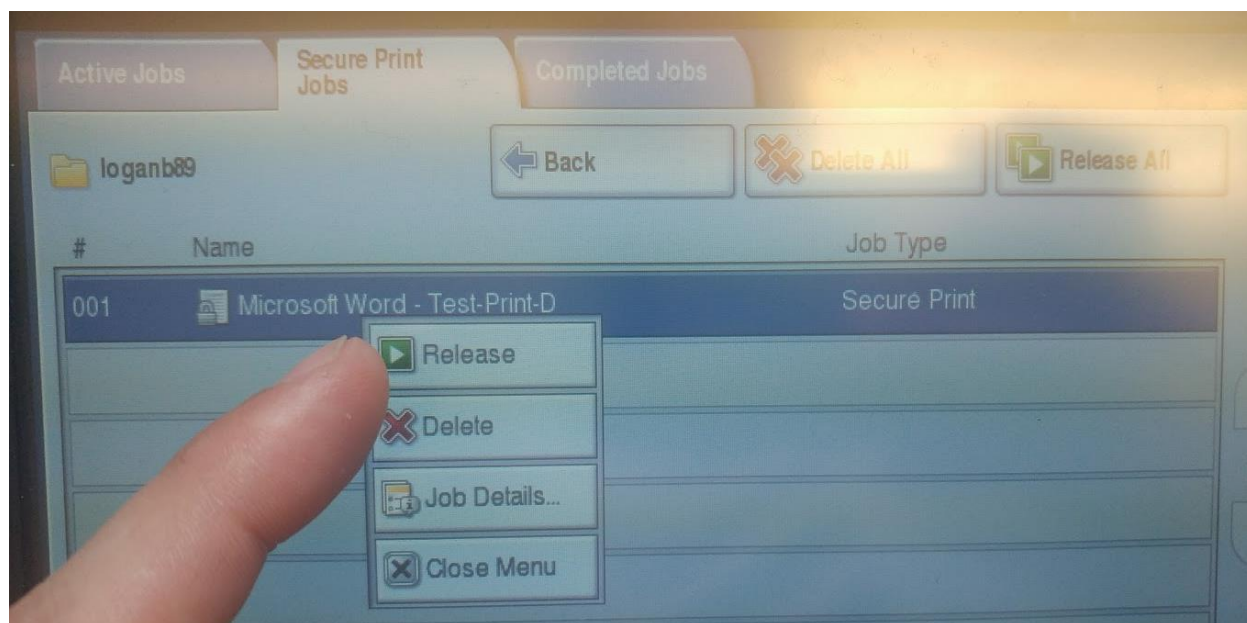


## *ROMS Printing How-To (for Windows Machines)*

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.



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