Printer Setup Instructions

To Connect to a Printer:
1. Copy and paste the desired printer link below into your File Explorer window.
   - `\fait-print.fait.unc.edu\FA_SCE-BoxTurtle-Rm10`
   - `\fait-print.fait.unc.edu\FA_SCE-BrookTurtle-Rm49`
   - `\fait-print.fait.unc.edu\FA_SCE-Cardinal-Rm84`
   - `\fait-print.fait.unc.edu\FA_SCE-GraySquirrel-Rm10`
   - `\fait-print.fait.unc.edu\FA_SCE-HoneyBee-Rm49`
   - `\fait-print.fait.unc.edu\FA_SCE-TreeFrog-Rm84`
2. If you receive an “Opening Mail Attachment” warning, just click on “Open.”
3. Be patient. In about a minute or so, you should see a “Connecting to [Printer Name]” status bar.
4. Once the status bar is done, you’re done! Next time you go to print a document, you may need to choose your preferred printer.

Please note: If you previously selected a default printer and made “Secure Print” as your default, you will need to re-apply those settings to the printers.

To Make a Printer Your Default Printer:
1. Type “Printer” in the Windows search box in the lower Left corner of your screen.
2. Select “Printers & Scanners.”
3. Select the printer you want to make as the default printer and then click on “Set as Default.”

To Print Using “Secure Print” Mode:
1. Select “Print” on any document.
2. Select “Printer Properties” under the printer name.
3. Select “Secure Print” under “Job Type”. You will be required to create a 4 to 10-digit passcode. This will be stored so you won’t have to enter each time.
4. Press “OK”
5. To retrieve your secure print at copier press “Job Status” key then press “Secure Print Jobs” tab. Select your job. You will then be prompted to enter your passcode by using the numbered keypad, click “Ok”, and select release all jobs.

To Use “Scan and Email” Mode On a Printer:
1. Select “E-Mail” key. Click on “Address Book” enter last name on keyboard and click “Search”. Select your name and then select “Add (To:)” and, if applicable, select Add (cc:) and/or Add (bcc:) to “Recipients”. Click “close”. You can now add features such as change color, one to two-sided print, etc. Place item for scanning face up in feeder and press “Start”. Item will then be emailed to your inbox.