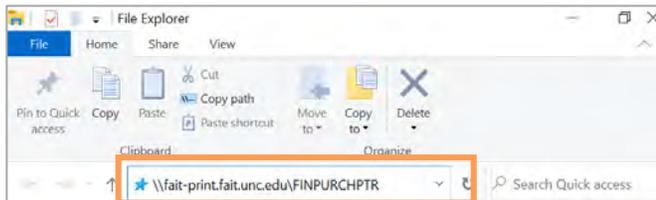


AOB Workspace Suite 2700 Printer Guide

Connect to a Printer

To install the printer driver using the link below you should be on campus and connected to **eduroam wifi**.

1. Copy and paste the following into the file manager navigation bar as shown below and click enter.
\\fait-print.fait.unc.edu\FINPURCHPTR

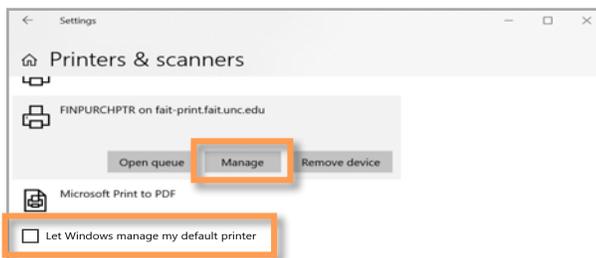


2. If you receive an **Opening Mail Attachment** warning, just click **Open**.
3. Be patient. In about a minute or so, you should see a **Connecting to [Printer Name]** status bar.
4. Once the status bar is done, you're done! Next time you go to print a document, you may need to choose your preferred 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.

Choosing a Default Printer

1. Type Printer in the Windows search box in the lower Left corner of your screen.
2. Select **Printers & Scanners**.
3. Below the list of printers, be sure that *Let Windows manage my default printer* is not selected.
4. Click the printer you want to use as your default, then click **Manage**.



5. In the dialogue that opens click **Set as default**.

For more AOB workspace support go to <https://finance.unc.edu/staff-resources/flexible-work-arrangements-pilot-project/>

Print Using Secure Print Mode

You can print confidential documents by releasing print jobs when you are at the printer rather than printing immediately.

To securely print documents:

1. Save your documents.
2. Click **File**.
3. Click **Print**. Verify that you have the correct printer selected.
4. Select **Printer Properties** under the printer's name.
5. Select **Secure Print** under **Job Type**.
6. Enter a numeric passcode, click **OK**.
7. Click **Print**
8. To retrieve your secure print, at the copier, press **Job Status** key.
9. Select **Secure Print Jobs** tab on the touchscreen.
10. Select your own folder.
11. Enter your passcode and press **Enter**.
12. Select your document and press **Release**. Press **Home** to exit.

Copying to Email (PDF)

The multi-function Xerox printers enable you to send PDFs of printed documents/forms to others.

To send a PDF:

1. Press the **Services Home** button on the left-hand side control panel.
2. Select **Email** on the touch screen.
3. Select **Network Address Book** to search UNC directory for email address.
Note: Select **Enter Recipient** to type an email address if the recipient is outside of UNC.
4. Type your last name.
5. Select **Search**.
6. Select the recipients to receive the PDF either in the **To:** or **CC:** field.
7. Select **Close**.
8. Select your settings. Be sure to check to make sure two-sided pages are set to copy on both sides.
9. Press the green **Start** button to copy documents.