

# Printing to Copiers

## A) Registering your key fab.

- a. When at a copier for the first time you will first need to bring your Fabio



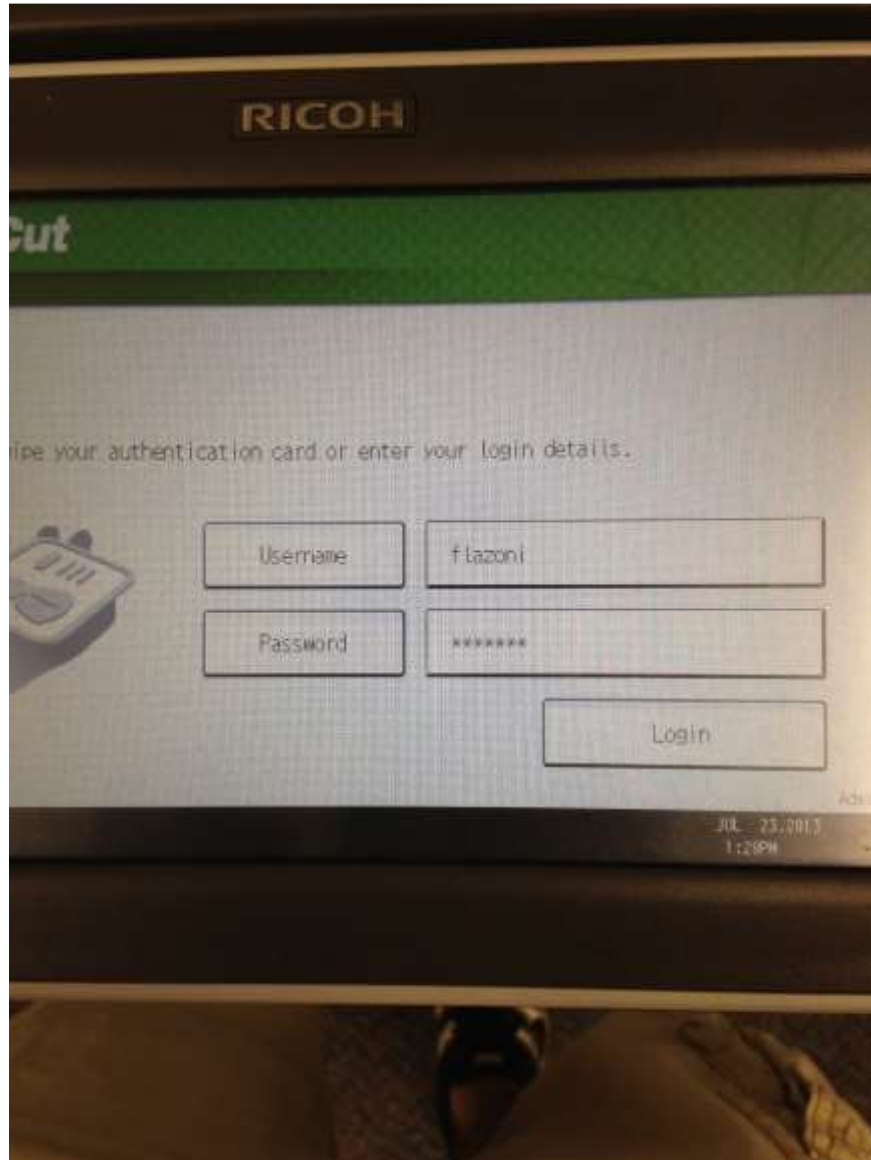
- b. Just kidding! That was a typo! Bring your **fob** that allows you to enter the building



c. Scan the fob on the scanner located on the sides of the copier



- d. Once this happens, The copier will prompt you for your username and password (Same one to login to computer)



- e. Click Login  
f. Now you have registered your fab! Fab can also be scanned to log out!

## **B) Installing copiers to laptop**

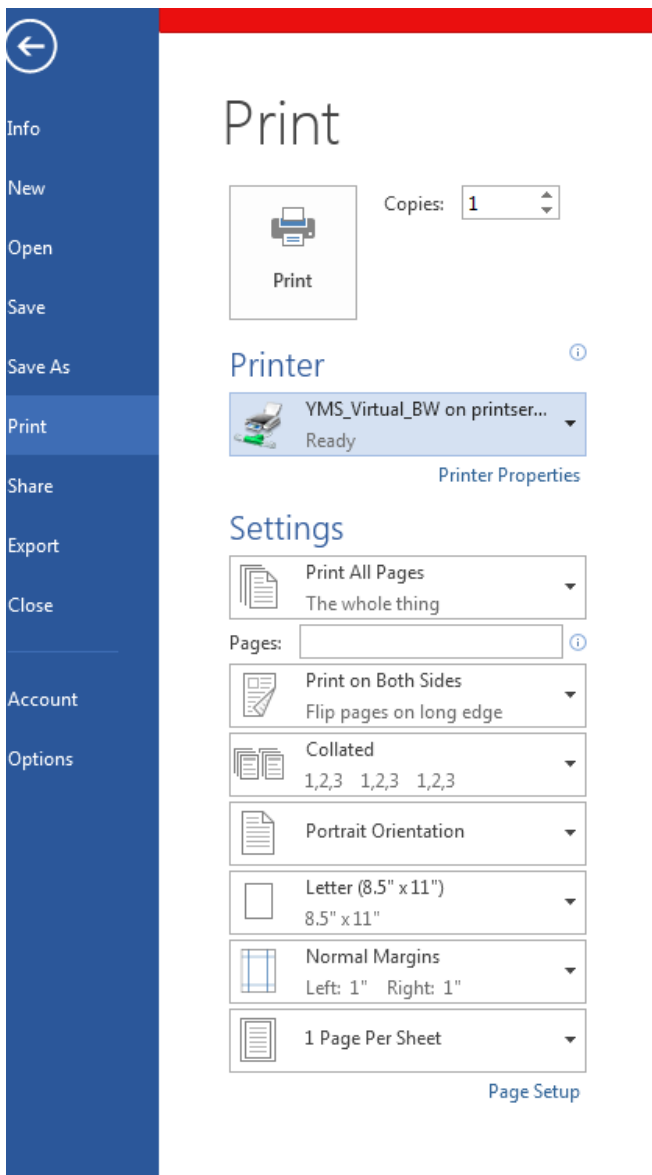
- a. Laptops will be able to print to any of the copiers in your school. To install click the following link for the appropriate building:
- YHS – [http://printserver/printers/ipp\\_0015.asp?eprinter=YHS~5fVirtual~5fBW&view=q](http://printserver/printers/ipp_0015.asp?eprinter=YHS~5fVirtual~5fBW&view=q)
  - YMS – [http://printserver/printers/ipp\\_0015.asp?eprinter=YES~5fVirtual~5fBW&view=q](http://printserver/printers/ipp_0015.asp?eprinter=YES~5fVirtual~5fBW&view=q)
  - YES – [http://printserver/printers/ipp\\_0015.asp?eprinter=YMS~5fVirtual~5fBW&view=q](http://printserver/printers/ipp_0015.asp?eprinter=YMS~5fVirtual~5fBW&view=q)
  - PVE – [http://printserver/printers/ipp\\_0015.asp?eprinter=PVE~5fVirtual~5fBW&view=p](http://printserver/printers/ipp_0015.asp?eprinter=PVE~5fVirtual~5fBW&view=p)
- b. This will prompt you to complete the installation. Click yes!  
c. If dialog does not display click “Connect” on the lower left of the screen



d. Once completed printer is installed!

### C) Retrieving Printed Material from Copiers

a. When going to print: The printer will be named as a “Virtual Printer”

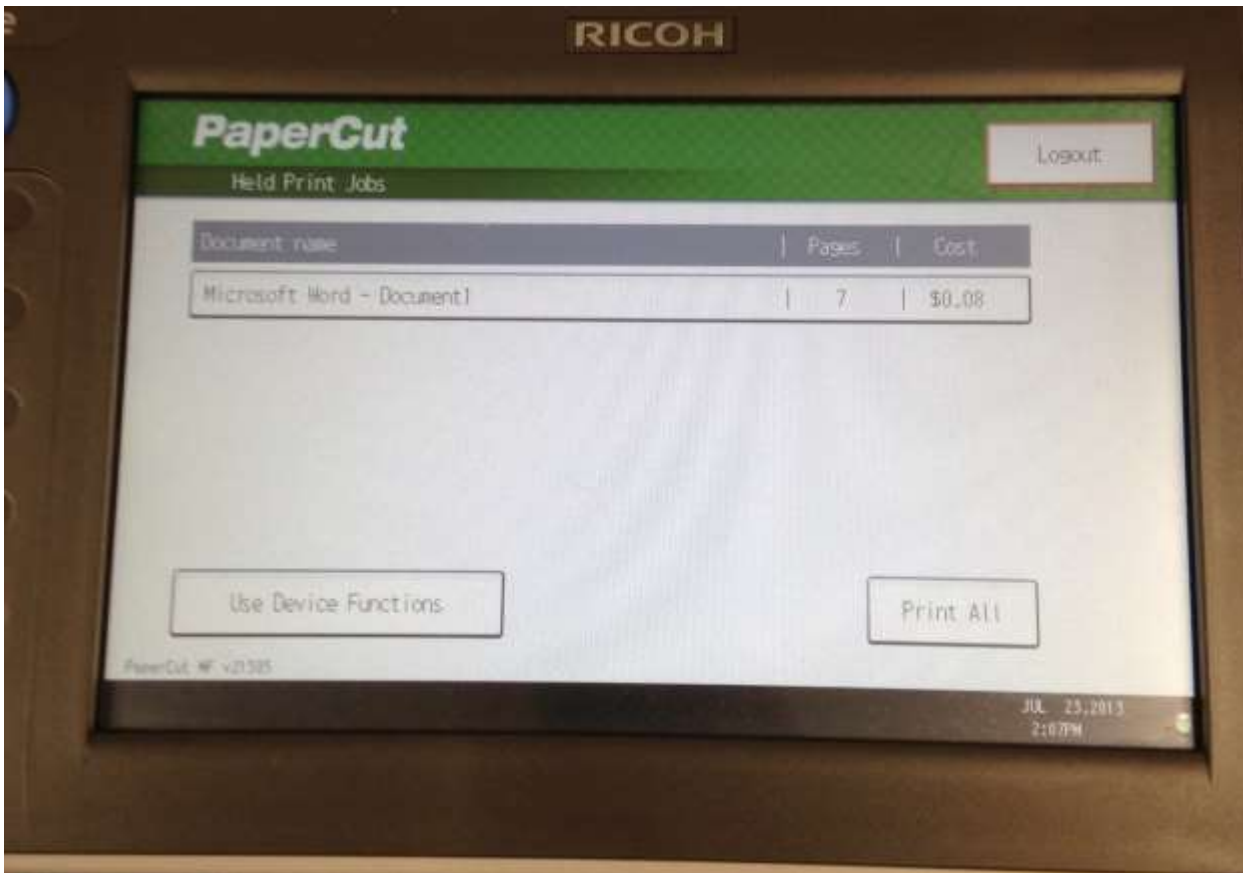


b. Click Print on materials

c. Go to any copier in your building

d. Scan you fab to login

e. Retrieve printed materials!



f. Be sure to log out!