

## Managed Printing Tutorial Series

# How to Print to a Xerox Standard Printer

Depending on where your MassBay computer is located, you will either be printing to an HP printer or a Xerox printer. Both **default** to one copy per printing request and printing on one side only.

There are two different types of Xerox printers:

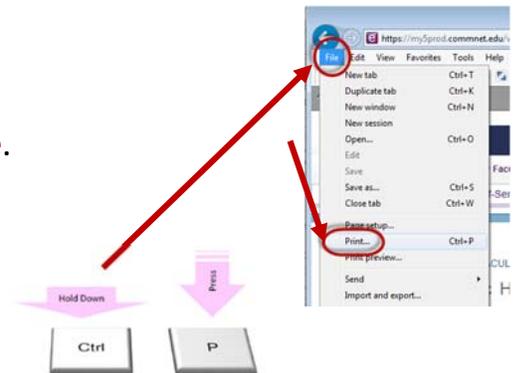
- A “**standard**” printer: prints in Black & White (i.e. shades of black and white only)
- A “**multifunction**” printer: prints, photocopies, scans, and faxes (not all features are available on all machines), in Black & White or in **color**

### Selecting the Printer

In locations where the only choice is a Xerox printer, your computer **should default** to a printer called **Xerox\_FollowMe**. This is actually a print queue which will enable you to print to **any** Xerox printer on campus.

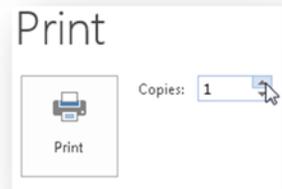
When you are ready to start the printing process, either click on **File** and then on **Print**, or ... use the keyboard shortcut **Ctrl-P** to start the print process.

If the default printer is **not** set to **Xerox\_FollowMe**, you can click the **Printer** list arrow to reveal a list of available printers; then click **Xerox\_FollowMe** to select it for this print job.



### Printing More than One Copy at a Time

If you want to print more than one copy at the same time, click the **up arrow** on the **Copies** box to increase the copies by one (continue clicking until you get the number of copies you want).

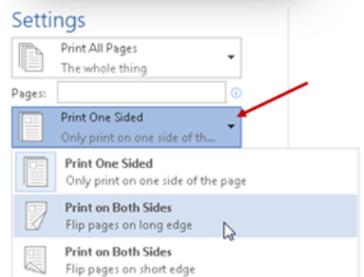


### Printing on One or Both Sides

You can choose to print double-sided to save money and paper.

After selecting the **Xerox\_FollowMe** printer, click the **Print One Sided** list arrow under the **Settings** options and then click **Print on Both Sides Flip pages on long edge** to select this option for this print job.

**Note** that the next time you request a print job, it will **revert** to printing on one side.



## Cost for Black & White Printing

Your One Card acts as a debit card for use at MassBay. All printing costs will be deducted from your One Card (refer to video/instructions for adding value to your One Card for more details).

The Xerox standard printers on campus **only print in Black & White**. Once you have selected the **Xerox\_FollowMe** printer, you may choose how many copies and whether to print one sided or double sided (instructions below).

Black & White Printing	Per Sheet Cost
Single-Sided	5¢
Double Sided	8¢

## Sending Your Job to the Xerox\_FollowMe Queue

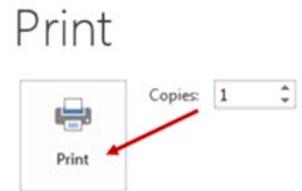
When finished changing any options (e.g. number of copies or double-sided printing), click on the **Print** button. Your print job has been sent to the **Xerox\_FollowMe queue**.

You now have the option of going to the Xerox printer in that room or to any other Xerox printer on campus to retrieve your print job.

You can also choose to send **other** print jobs to the Xerox\_FollowMe queue and then print them **all at once** with a single swipe of your One Card.

**Note:** when you swipe your One Card at any MassBay printer, **only** your print job(s) will be retrieved. You cannot print anyone else's print job nor can they print yours.

Printing should start within a few seconds unless the printer has been idle for a long time and needs a little time to warm up.



## Removing a Job Sent to a “FollowMe” Print Queue

Any print job that remains in the Xerox\_FollowMe queue for **one hour** will **automatically be removed from the queue**. You are **charged only** for the pages that you actually print.

**Note:** you do **NOT** have the option to delete any of your jobs at a Xerox standard printer, once you swipe your One Card, all of your jobs will be printed (then automatically **removed** from the queue), and you will be charged for them.

One of the features of a Xerox **multifunction** machine is the ability to pick and choose which print jobs you want to print, in what order, and you can also choose to **delete** a print request rather than print it.

If you’ve sent a print job to the Xerox\_FollowMe queue that you decide **not** to print, go to a Xerox multifunction machine to remove it (refer to video/instructions for Xerox multifunction machines for more details).

## Swiping Your MassBay One Card to a Standard Xerox Printer

The card swipe reader (❶) may be located on either the left or the right side of the MassBay printer.

With the mag-stripe on your One Card **facing up** and **toward the reader**, swipe your card through the reader (it doesn’t matter in which direction).

Once you have successfully swiped your MassBay One Card, all your print jobs will automatically start printing.

