

Xerox Copier/Printing Instructions August 2020

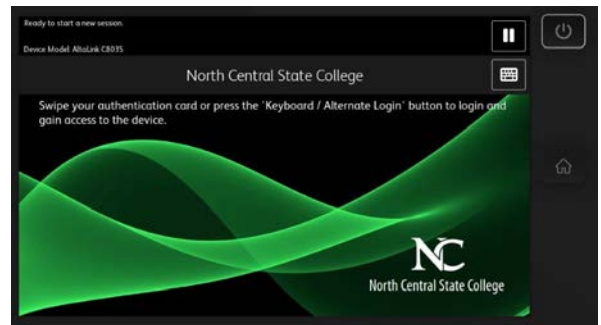
Printing From Your Computer

1. From your document, choose **File – Print**. If on Main campus or at the Crawford Success Center, students choose the printer main_students on ncsc-prn-mc. Employees choose the printer main_employee on ncsc-prn-mc. If you are at the Kehoe Center, students choose the printer kehoe_students on ncsc-prn-kc. Employees choose kehoe_employee on ncsc-prn-kc.
2. Click on the **Print** button to print.

Retrieving Your Print Job and Making Copies

You will be required to obtain a new RFID (radio frequency identification) card from the cashier's office located in Kee Hall room 140. These cards will look the same as your last ID card except on the back there will not be a bar code strip.

You can temporarily manually log into the printer by entering your entire seven-digit ID number and your PIN. Tap the keyboard symbol on the top right side of the screen to get the keyboard. Enter in your seven-digit ID number, tap OK, then enter in your PIN on the next screen and tap OK.



If using your RFID card, simply “tap” the card on the RFID reader. It does not matter if you tap the front or the back of the card. The system will automatically log you in. You will NOT need to enter a PIN number.



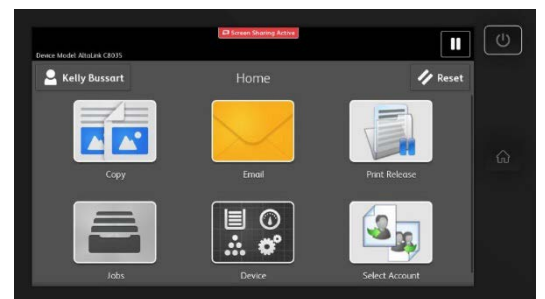
Once you log in, you will see a screen with your print jobs on it. Either check the box in front of the document you wish to print, or click on the **Select All** above the print jobs to check mark all jobs. Then tap the **Print** button at the bottom right side of the page. To delete a print job, tap in front of the job you wish to delete to check it, then tap the trash can to delete.



Copies/Scanning Features

Click on **Access Device** to make copies or scan a document to email. On the Device Screen, you can tap **Copy** to make copies, tap **Email** to scan a document to email, or tap **Print Release** to release print jobs sent to the printer. If you tap the wrong icon, you can always tap the little house on the right side of the screen to return to the home screen.

Additional Training: Printer Tutorials for each Xerox model can be found at the bottom of the page: <https://ncstatecollege.edu/student-services/pay-to-print/>



Contact the nearest Administrative Assistant if you need more paper

Report all printer issues to the IT Service desk ~ 419-755-4734 ~ 74 Fallerius Building