

## PRINTING ... on the Xerox copiers in AND, BLD, and WFS

You can use the new copiers in AND, BLD, and WFS as printers. There are three machines in each building, essentially one per floor. All machines are set up as “secure print,” which means that your prints will be held until you release them at the machine. This provides more security for your print jobs and eliminates the constant sorting usually associated with shared printers.

Here’s how:

*At your computer—*

- Add any or all machines to your print queue via the usual “add printer” tool (look for AND000-COPIER, **AND115-COPIER**, AND200-COPIER, BLD100-COPIER, **BLD253-COPIER**, BLD300-COPIER, WFS000-COPIER, **WFS104-COPIER**, WFS200-COPIER).
- With your document identified, select the desired machine as you would any printer.
- Select number of copies and other printing options (under “Properties”), such as 2-sided, hole punch, color, etc.; press “OK.”
- When asked for your “User ID,” enter your copy code; in the next box keep “default group.”
- The first time you print you will be asked for your “Pass Code.” Think of this as your “print release code.” This is a number of your choosing (4-10 characters), which will be remembered as long as you print from the same computer. It’s best to always use the same pass code to minimize cranial wear and tear. If you forget your pass code or want to change it, it is possible to establish a new one.

*At the copier--*

- Touch the **Job Status** button on the Control Panel.
- Find your job in the queue and press on that line; press “release.”
- Enter your print release code; press “release job.” All pending jobs will release with this action; so delete first if there are some jobs you’ve decided you don’t want to print.

Additional notes

- ❖ The 4250’s (small machines in BLD000, AND000, AND200, and WFS000) will scan to and print from a built-in USB port.
- ❖ B/W is the default. If you want color, you must select it; “automatic color” is recommended.
- ❖ Color printing is available only on AND115-COPIER, BLD253-COPIER, and WFS104-COPIER.
- ❖ Each copy code is attached to a specific budget number. As you start to print on these machines you may want to establish additional codes for additional budgets. Email [sfrcopy@u.washington.edu](mailto:sfrcopy@u.washington.edu) for addition/deletion of codes. Copying is a permissible direct charge to grants, whereas toner cartridges and office supplies are not.
- ❖ The eraser end of a pencil makes a good selecting tool on the Control Panel; don’t use anything sharp.

**Questions/problems? Email [sfrcopy@u.washington.edu](mailto:sfrcopy@u.washington.edu)**