

Ross-FollowU Printing

The following will install “Ross-FollowU” as an available printer. When you print to Ross-FollowU your documents are sent to a virtual queue, which can be accessed via Mcard at any of the Xerox Workcentre 7655 machines throughout the building. Simply swipe the card and choose “FollowU” to access the documents sent for printing.

<p>To setup printing, you must be on the RossCampus and connected to the network using one of these options: Note: Printing will NOT work with RossWirelessGuest or RossWirelessLite.</p>	<ul style="list-style-type: none"> • RossWirelessSecure
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<p>If you already have an Exchange/Windows Active Directory password, skip to the next step.</p> <p>To create or change this password, go to: https://accounts.its.umich.edu/password</p> <p>Check only the box next to "Active Directory", and change only your Active Directory Password.</p>	
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<h2>Configuring Windows 7, Vista, and XP</h2>	
<p>Click START and enter the following into run/search:</p> <p>\\bus-print1.adsroot.its.umich.edu\ross-followu</p> <p>Click OK and the installer will proceed. Sometimes this process can take a few minutes.</p>	



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A login window will appear. **User name:** should be “umroot\uniquname”. The password is your Active Directory/Exchange password. Enable “Remember my password”, click OK, and setup is complete.

(If you don't remember your Active Directory password, see Services->Accounts on Impact)



Note: If you use Vista Home Edition, an additional program must be run each day you print at Ross. The program is available here:

<http://www.bus.umich.edu/MyiMpac/discoverit/Software/Downloads/ReconnectToRoss-FollowU.exe>

Configuring Macintosh OS X 10.5.x and 10.6.x

OSX 10.6.x users must first install a driver, available here:

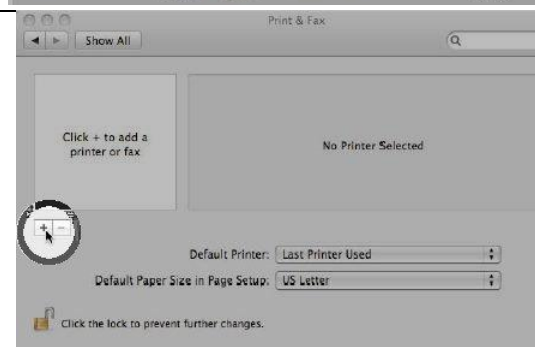
<http://www.bus.umich.edu/MyiMpac/Discoverit/Software/Downloads/MacOSPrinter.dmg>

10.5.x users may skip to the next step.

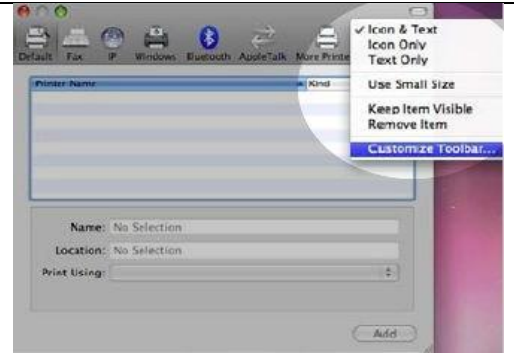
Click the Apple icon, select “System Preferences” then select “Print & Fax”



Click on the “+” to add a printer



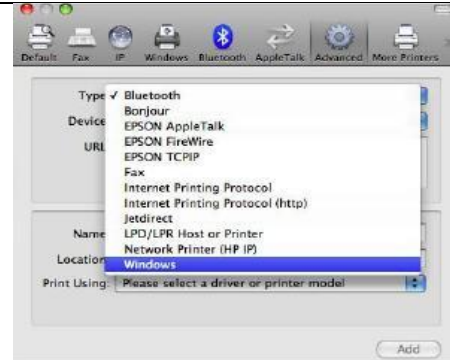
Hold the Control key while clicking the toolbar, then choose *Customize Toolbar*.



Drag the *Advanced* icon to the toolbar, click *Done*

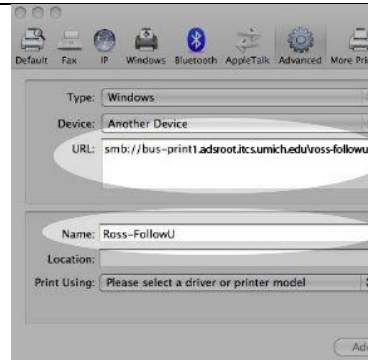


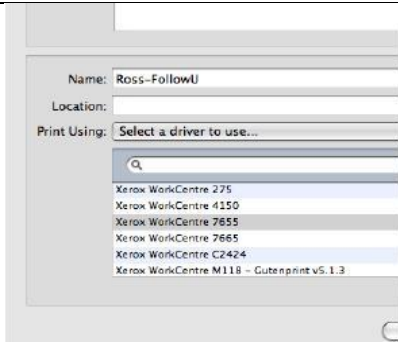


Click the *Advanced* icon you just added to the toolbar, then choose *Windows* from the *Type* dropdown menu.



In the URL field, type:
smb://bus-print1.adsroot.its.umich.edu/Ross-FollowU

In the *Name* field, type:
Ross-FollowU



<p>In the <i>Print Using</i> dropdown, select “<i>Please select drive or printer model</i>” Then select “Xerox WorkCentre 7655”. Click <i>Add</i></p>	
<p>An <i>Installable Options</i> window will appear. Be Sure of the following “<i>Finisher/Output Tray</i>” is set to “<i>Single Catch Tray</i>” “<i>Hole Punch Unit</i>” is set to “<i>Not Installed</i>” (Paper Tray options can be left as-is) Click OK</p>	
<p>A login window will appear. If not, see note below. Choose “<i>Registered User</i>” User name: umroot\username Password: Active Directory Password Check “Remember this password in my keychain”. Click OK. Setup is now complete.</p>	

Note: If the login box in the last step does not appear, try to print something, and look for the bouncing printer icon at the bottom of your screen. Click on this. Highlight your printer job, and click "Resume". The login box should now appear.

Configuring Macintosh OS X 10.7.x(Lion)

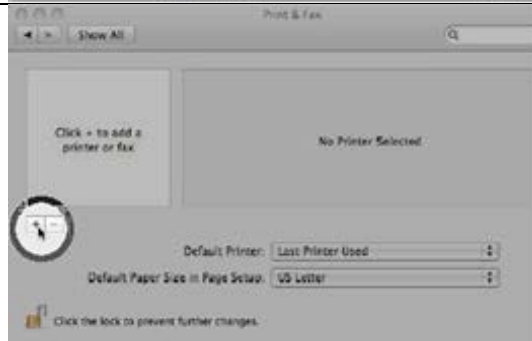
OSX 10.7.x(Lion) users must first install a driver, available here:

<http://www.bus.umich.edu/MyiImpact/Discoverit/Software/Downloads/MacOSPrinter.dmg>

Click the Apple icon, select “*System Preferences*” then select “*Print & Fax*”



Click on the “+” to add a printer



Hold the Control key while clicking the toolbar, then choose *Customize Toolbar*.



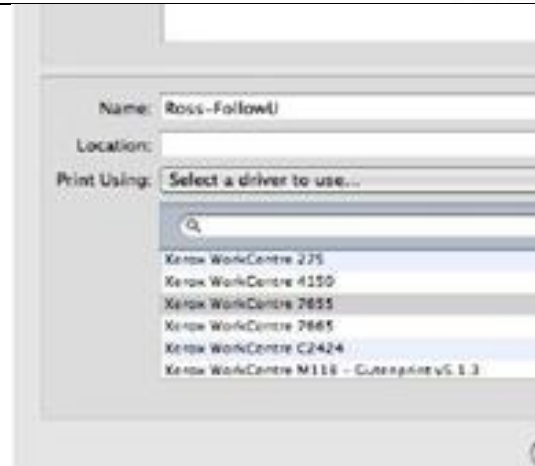
Drag the *Advanced* icon to the toolbar, click Done



Click the *Advanced* icon you just added to the toolbar, then choose *Windows* from the *Type* dropdown menu.



In the URL field, type:
smb://bus-print1.adsroot.its.umich.edu/Ross-FollowU
In the *Name* field, type:
Ross-FollowU



An *Installable Options* window will appear.
Be Sure of the following
“*Finisher/Output Tray*” is set to “*Single Catch Tray*”
“*Hole Punch Unit*” is set to “*Not Installed*”
(Paper Tray options can be left as-is)
Click OK



A login window will appear. If not, see note below. Choose “*Registered User*”
User name: unickname
Password: Active Directory Password
Check “Remember this password in my keychain”.
Click OK.
Setup is now complete.



Note: If the login box in the last step does not appear, try to print something, and look for the bouncing printer icon at the bottom of your screen. Click on this. Highlight your printer job, and click "Resume". The login box should now appear.