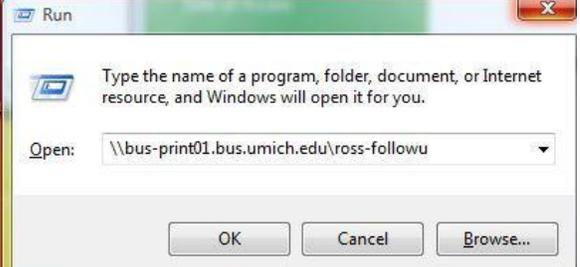


Ross-FollowU Printing

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</p>	<ul style="list-style-type: none"> • RossWireless • RossWirelessClassic • EthernetCable
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<p>If you already have an Exchange/Windows Active Directory password, skip to the next step. To create or change this password, go to: https://accounts.its.umich.edu/pwreset-bin/pwreset?command=ad. Log in with your Uniqname and UMICH Kerberos password (same as used for ctools) then create your password. This password is used for Printing and Exchange based email. This password can be the same as your Kerberos if you wish.</p>	
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<h3>Configuring Windows 7, Vista, and XP</h3>	
<p>Click START and enter the following into run/search (depending on your os) \\bus-print01.bus.umich.edu/ross-followu 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\youruniname”. The password is your Active Directory/Exchange password. Enable “Remember my password”, click OK, and setup is complete.



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/MyiMpact/discoverit/ITBasics/Downloads/ReconnectToRoss-FollowU.exe>

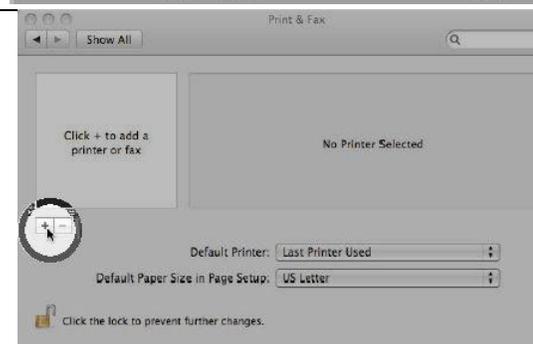
Configuring Macintosh OS X 10.5.x and 10.6.x

OSX 10.6.x users must first install a driver, available here:
<http://www.bus.umich.edu/MyiMpact/Discoverit/ITbasics/Downloads/MacOSPrinter.dmg>
10.5.x users may skip to the next step.

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

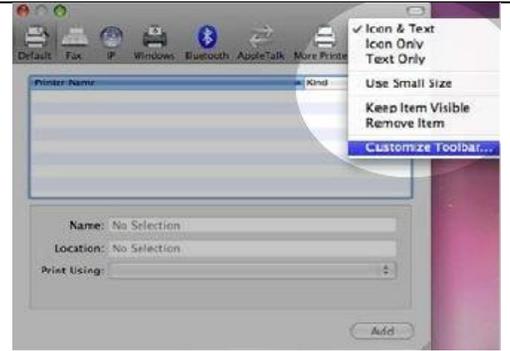


Click on the “+” to add a printer





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



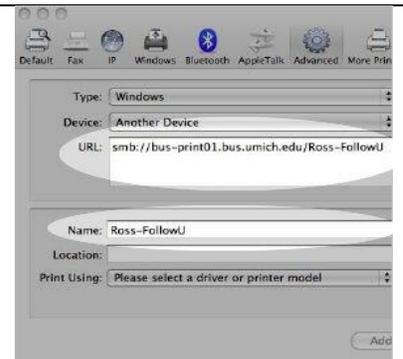
Drag the *Advanced* icon to the toolbar, click *Done*



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

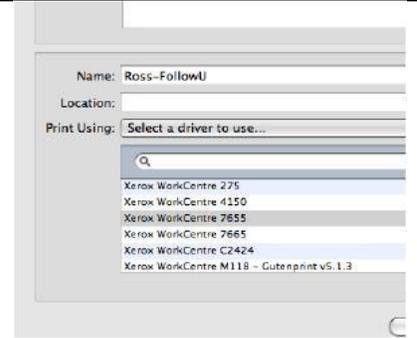


In the URL field, type:
smb://bus-print01.bus.umich.edu/Ross-FollowU
In the *Name* field, type:
Ross-FollowU

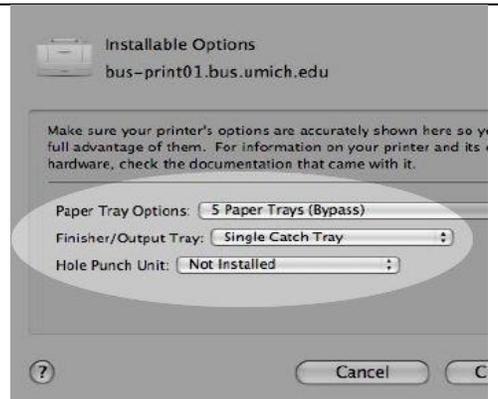




In the *Print Using* dropdown, select “*Please select drive or printer model*” Then select “Xerox WorkCentre 7655”.
Click *Add*



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. Under “*Connect As*”, choose “*Registered User*”
User name: should be “umroot\yourusername”. **Password** is your Active Directory password
Checkmark “Remember this password in my keychain”. Click *OK*. Setup is now complete.

