

## **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.

To setup printing, you must be on the RossCampus and connected to the network using one of these options: <b>Note:</b> Printing will NOT work with RossWirelessGuest	<ul><li>RossWireless</li><li>RossWirelessClassic</li><li>EthernetCable</li></ul>
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.itcs.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.	VINCOUS ACTIVE OIL

Configuring Windows 7, Vista, and XP			
Click START and enter the following into	🖅 Run		
run/search (depending on your os)		Ture the name of a program folder document or Internet	
\\bus-print01.bus.umich.edu\ross-followu		resource, and Windows will open it for you.	
Click OK and the installer will proceed.	Open:	\\bus-print01.bus.umich.edu\ross-followu	
Sometimes this process can take a few minutes.			
		OK Cancel <u>B</u> rowse	



A login window will appear. <b>User name:</b> should be "umroot\ <i>youruniqname</i> ". The password is your Active Directory/Exchange password. Enable "Remember my password", click OK, and setup is complete.	Connect to BUS-PRINT01.bus.ads.itcs.u <table-cell> 🗭</table-cell>
Note: If you use Vista Home Edition, an addition	al program must be run each day you print at
Ross. The program is available here:	
http://www.bus.umich.edu/MyiMpact/discoverit/I	TBasics/Downloads/ReconnectToRoss-
FollowU.exe	





Hold the Control key while clicking the toolbar, then choose <i>Customize Toolbar</i> .	Name: No Selection   Name: No Selection   Print Using: 1
Drag the Advanced icon to the toolbar, click Done	Drag your favorite items into the toolbar. Windows Default P Blactooth AppleTalk Advanced Fax AppleTalk Windows Default P Blactooth Advanced Fax AppleTalk Soarch More Printers Separator Space Flexible Space Customize . or drag the default set into the toolbar. Default Fax P Windows Blactooth AppleTalk More Printers Search Show Icon & Text P Use Small Size Done
Click the <i>Advanced</i> icon you just added to the toolbar, then choose <i>Windows</i> from the <i>Type</i> dropdown menu.	Type / Blactooth   Borgour   Deviati Provide   Deviation Provide   Device Provide <t< td=""></t<>
In the URL field, type: smb://bus-print01.bus.umich.edu/Ross- FollowU In the <i>Name</i> field, type: Ross-FollowU	Default Fax P P Windows Bluetooth AppleTalk Advanced More Prin Type: Windows Bluetooth AppleTalk Advanced More Prin Device: Another Device URL: smb://bus-print01.bus.umich.edu/Ross-FollowU Name: Ross-FollowU Location: Print Using: Please select a driver or printer model Add



In the Print Using dropdown, select "Please	
select drive or printer model" Then select	Name: Ross-FollowU
"Xerox WorkCentre 7655".	Location:
Click Add	Print Using: Select a driver to use
	Kerox WorkCentre 275 Xerox WorkCentre 4150 Xerox WorkCentre 7655 Xerox WorkCentre 7665 Xerox WorkCentre C2424 Xerox WorkCentre M118 – Gutenprint vS.1.3
An Installable Options window will appear.	
Be Sure of the following	Installable Options bus-print01.bus.umich.edu
"Finisher/Output Tray" is set to "Single Catch	
Tray"	Make sure your printer's options are accurately shown here so y full advantage of them. For information on your printer and its
<i>"Hole Punch Unit" is set to "Not Installed"</i>	naroware, check the oocumentation that came with it.
(Paper Tray options can be left as-is)	Paper Tray Options: S Paper Trays (Bypass) Finisher/Output Tray: Single Catch Tray :
Click OK	Hole Punch Unit: Not Installed
	(?) Cancel C
A login window will appear. Under "Connect	·
As", choose "Registered User"	Enter your name and password to print to the
User name: should be	printer Ross-Followu .
"umroot\youruniqname". Password is your	Connect as: O Guest • Registered User
Active Directory password	Name: umroot\userid
Checkmark "Remember this password in my	Password:
keychain". Click OK. Setup is now complete.	Remember this password in my keychain
	Cancel OK