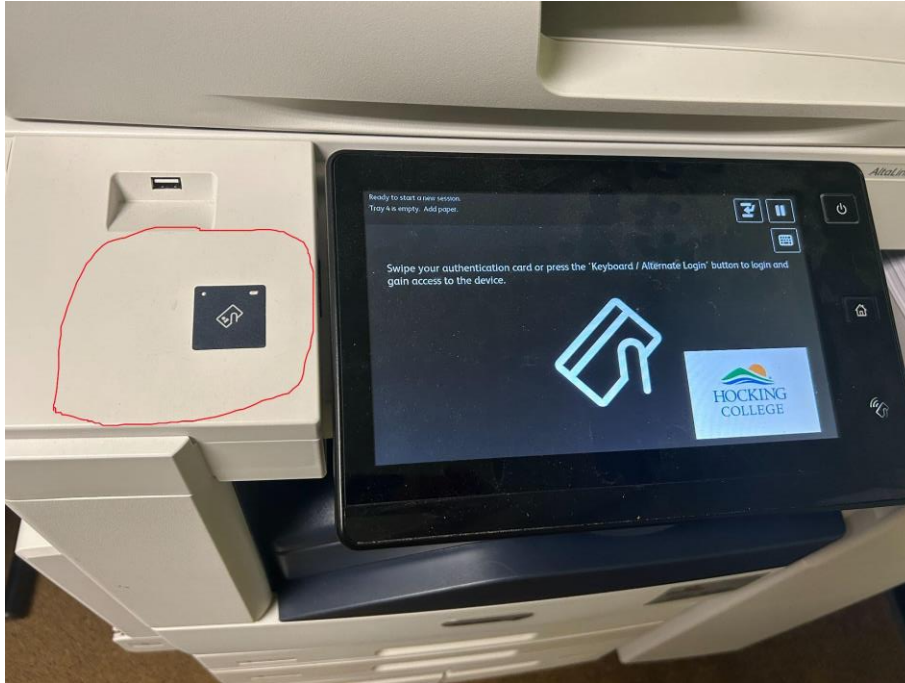


How to set up printing after receiving ID card

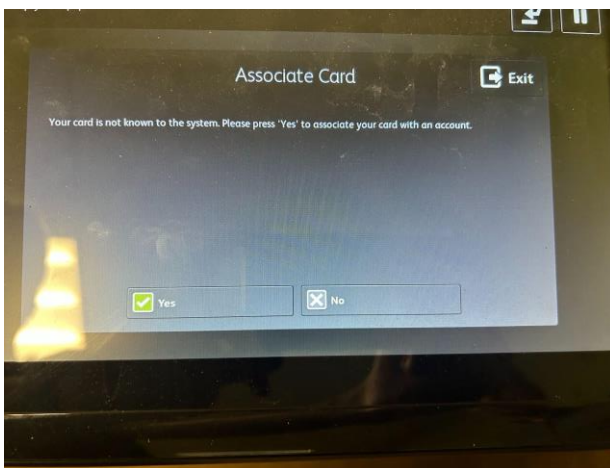
Step 1 – Tap your Hocking College ID card within the red circle shown below

Step 2 – Click yes when prompted to “Associate card” then enter you Hocking Username

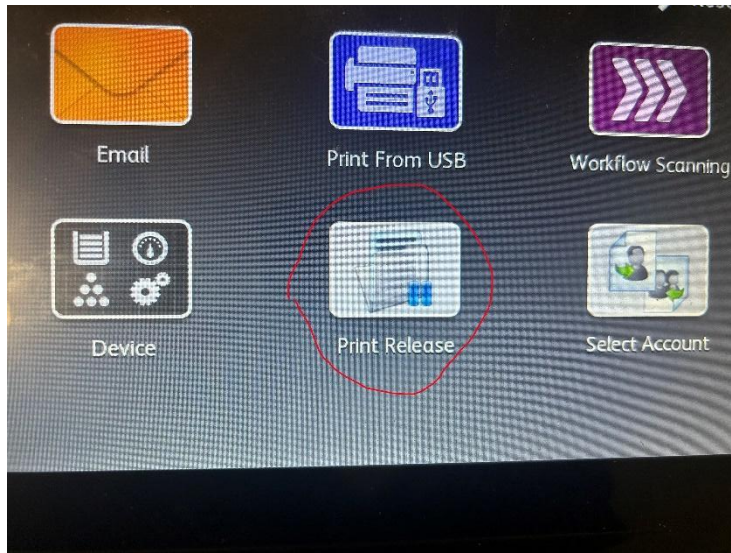


without the “@hocking.edu” and then your Password

Once you have completed this process once, to log into printers all you need to do is tap your ID card.



To collect print jobs that you have sent to the printer, tap on the “Print Release” icon once you are logged into the printer.



Tap the check box next to the print job that you want to print, then select “Print”

NOTE - Print jobs sent to “Xerox Follow You on svrprods” if not printed will be deleted after 8 hours.