

“Follow-Me” Printing

Printing on campus just became simpler!

TIP: All links in Table of Contents are “Bookmarks” within the document

To use: Click/tap a hyperlink below > Click/tap “Bookmark” to navigate to a particular section of the guide

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 - [Installing SME Xerox Secure Print](#)
Please note, this should have installed automatically for everyone and should be referenced as a troubleshooting tip
 - COMING SOON
 - Mac
 - Guest Devices (anything not owned/provided by St. Martin’s)
- En Español

“Follow-Me” Printing (iPad):




Printing on campus just became simpler!

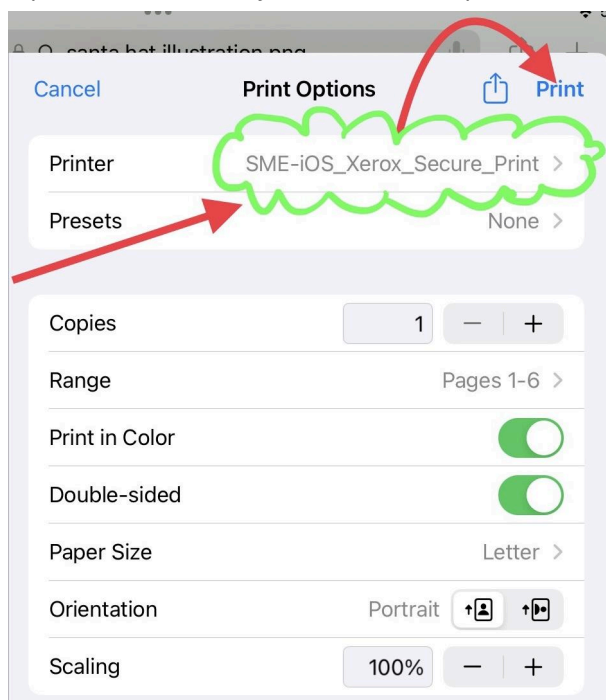
What is “Follow-Me” Printing?

SMEP/SMEC-owned iPad print jobs are sent to a virtual print queue, **SME-iOS_Xerox_Secure_Print** - a print job “waiting room.” Your print job waits here until you are ready to release it.

The virtual print queue allows you to release your print job from any of the ten Xeroxes on campus. Simply walk up to any of the Xeroxes, enter your unique PIN/ID on the Xerox touch-screen, and follow the prompts on the screen to review, release to print, or delete your print job(s).

How to: Print from SMEP/SMEC iPad to any Xerox

- On your iPad, open the item you want to print
- Tap , , or  for **Actions** menu > Scroll down > Tap **Print** to access the print dialogue menu
 - *Tip: The icon for the Action menu may vary from app to app
- The Print Dialogue menu on your iPad should list **SME-iOS_Xerox_Secure_Print** as the connected printer
- Review your print job’s selections > modify as needed
- Tap **Print** to send the job to the virtual printer “waiting room”



○ Troubleshooting:

- No Printer Selected?
 - Tap **No Printer Selected** > Scroll > Tap **SME-iOS_Xerox_Secure_Print**
- Username and password required
 - **SMEP classroom iPads** (enter the classroom’s network credentials)
 - Username: classroomname
 - Ex: pinkkangaroos
 - Password: please see your SMEP digital credential sheet
 - **SMEC/SMEP iPads assigned to a single person:** (enter your network credentials - this is what you use to log in to a Windows PC)

- Username: firstinitiallastname; firstinitiallastname#
 - Ex: ajohnson; ajohnson2
 - Password: unique to you
 - this is the same password you enter when you unlock your Windows PC in the morning
- Walk up to **any** Xerox > follow these steps for [Print Release](#)

“Follow-Me” Printing (Windows):
Printing on campus just became simpler!

What is “Follow-Me” Printing?

When you print to the new virtual print queue, **SME_Xerox_Secure_Print**, from any SMEC/SMEP-owned Windows PC, your print job goes to print job “waiting room” where it is held securely until you are ready to release it for printing.

The **SME_Xerox_Secure_Print** virtual print queue allows you to release your print job from any of the ten Xeroxes on campus.

Simply walk up to any of the Xeroxes, enter your unique PIN/ID on the Xerox touch-screen (or swipe your key card badge), then follow the prompts on the Xerox to review, release print, or delete your print job(s).

How to: Print from SMEP/SMEC Windows PC to any Xerox

- On your PC, open the item you want to print
- Click File > Print (keyboard shortcut : ctrl + P)
 - Verify the connected printer is: **SME_Xerox_Secure_Print** > Tap **Print Properties** to modify Print Options > Review all the print job’s properties > modify as needed > Click **Print** to send the job to the virtual printer aka “print job waiting room”
 - ***Tip:** Printing default is set to B&W, use Print Properties to change to Color before printing; other properties to review: 1 or 2 sided, staple, collate, hole punch, etc.
- Walk up to **any** Xerox > follow these steps for [Print Release](#)

Please note, the SME_Xerox_Secure_Print queue should be installed and set as the default automatically on all SMEC/SMEP owned Windows PCs.

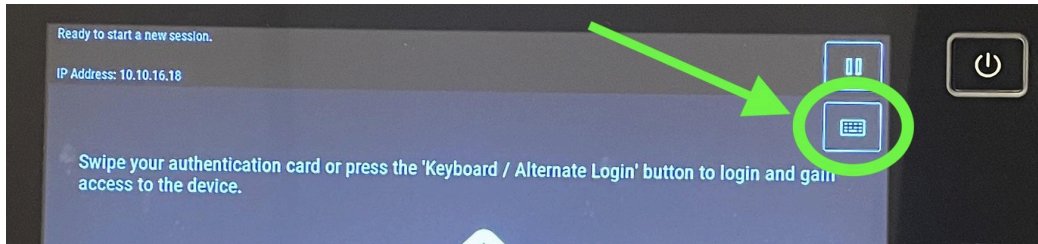
- If **SME_Xerox_Secure_Print**, is not installed on your SMEC/SMEP-owned Windows PC, [then please follow these steps to add the print queue.](#)

Interfacing with Xerox:

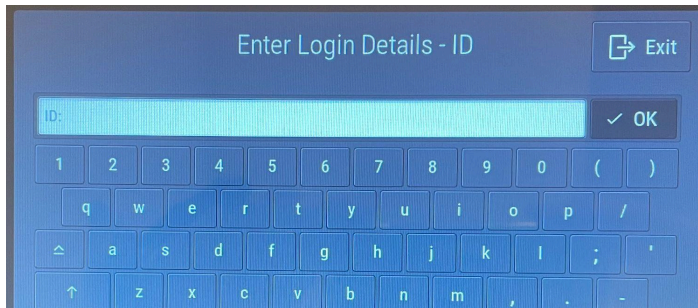
How-to: Print Release

- After printing to **SME_Xerox_Secure_Print** or **SME-iOS_Xerox_Secure_Print** > Walk up to **any** Xerox > Log on > Swipe key card OR enter Xerox ID

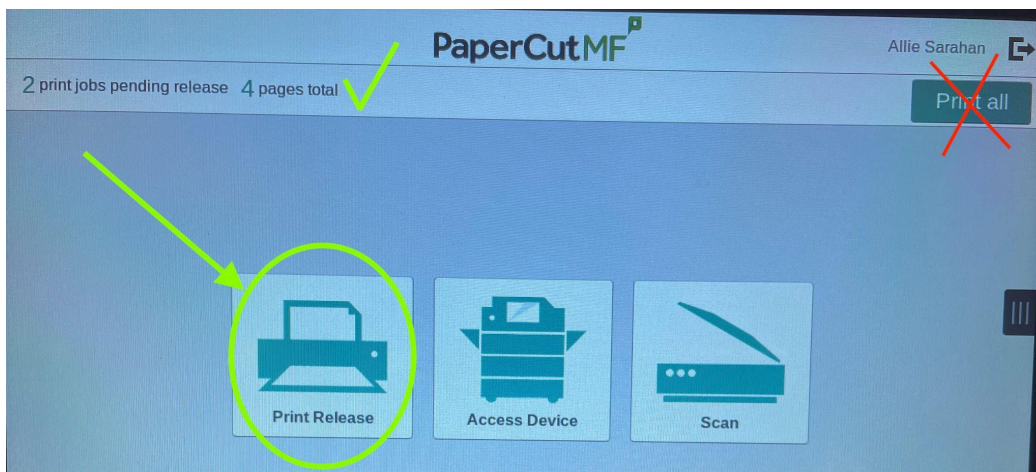
- Tap the **keyboard** icon on the Xerox's touchscreen monitor



- Enter your Xerox/Employee ID (PIN) on the Xerox touch screen monitor > Tap **OK**
 - **Tip:** Your Xerox ID (PIN) matches your unique Paylocity Employee ID ([Find my ID](#))



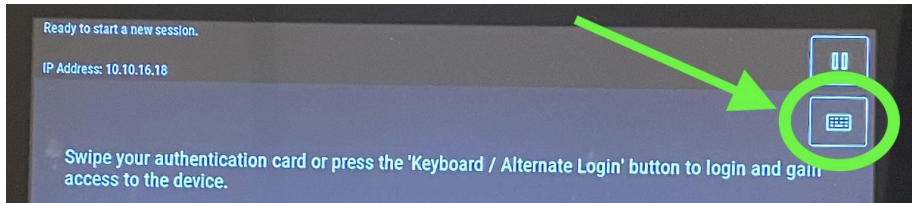
- Tap **Print Release** > Review your print job(s) > Select job(s) and release for printing
 - **Recommendation:** Tap Print Release, **not** Print All
 - **Print Release** is the environmentally-friendly **alternative** to **Print All**.
 - With **Print Release**, you can delete unwanted print jobs, select Grayscale (B/W) over color, change from 1 to 2 sided (and vice versa), and set copy qty. you want to print



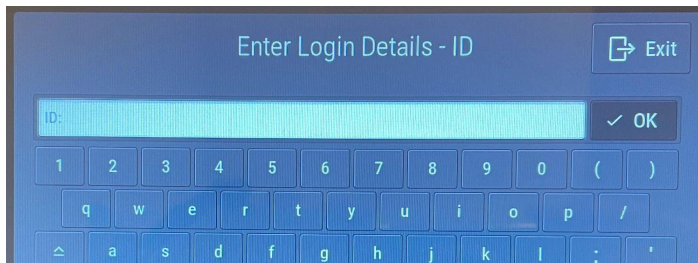
- When finished, tap **Log Off** icon (upper right, next to your name) > confirm the choice to **Log Off**
 - If you have a **key card/badge**, you may **swipe** this on the Xerox to **log off**

Interfacing with a Xerox: How-to copy

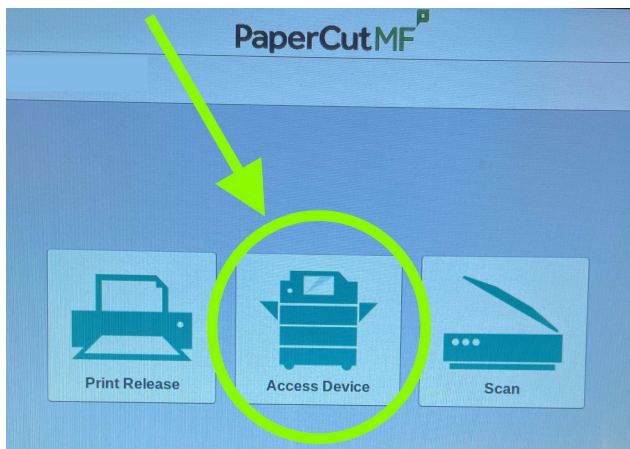
- Walk up to **any** Xerox > Tap the **keyboard** icon on the Xerox's touchscreen monitor



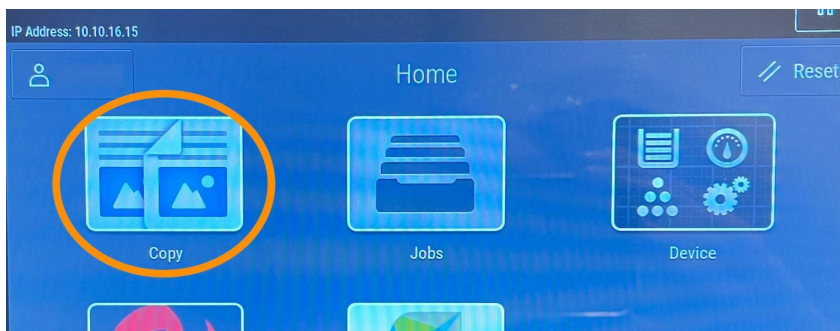
- Enter your Xerox/Employee ID (PIN) on the Xerox touch screen monitor > Tap **OK**
 - **Tip:** Your Xerox ID (PIN) matches your unique Paylocity Employee ID ([Find my ID](#))



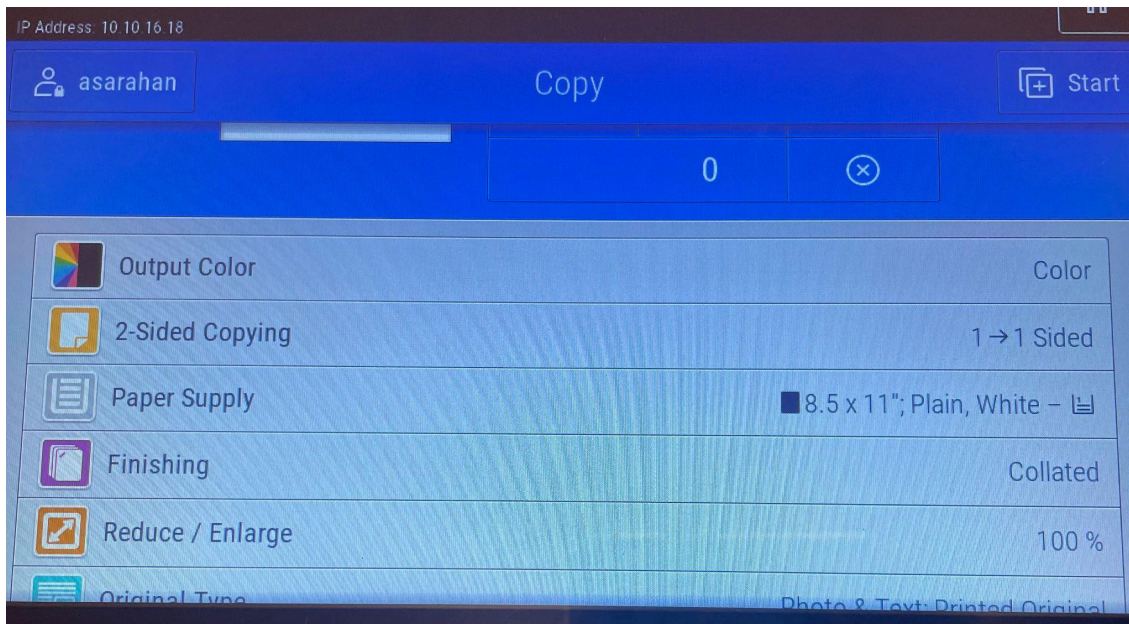
- Tap **Access Device**



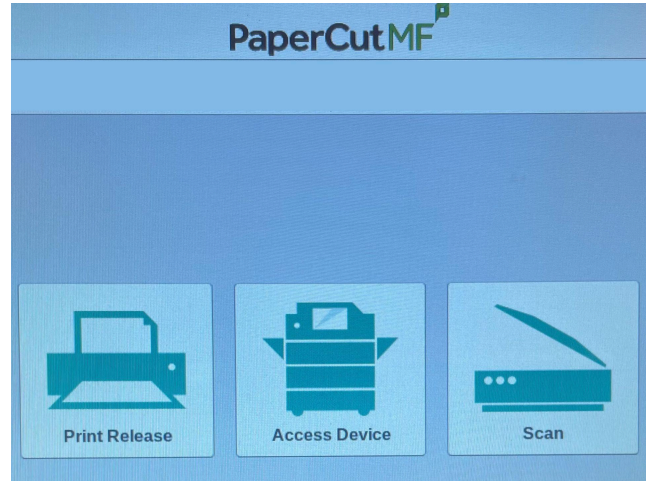
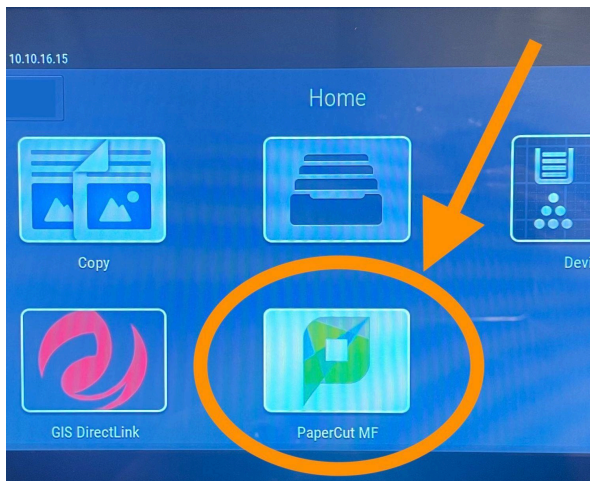
- Tap **Copy**



- Tap a **copy setting** to modify > Tap **Start** when ready



- Tap **PaperCut MF** to return to the Papercut homescreen

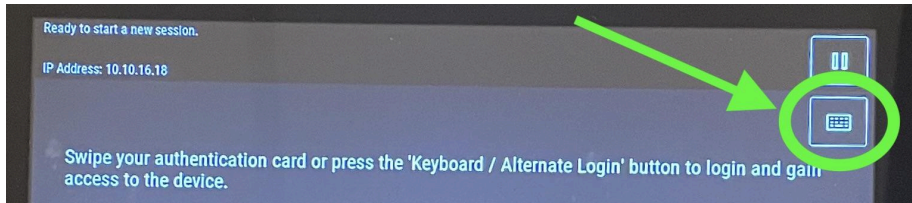


- When finished, tap **Log Off** icon > confirm the choice to **Log Off**
 - If you have a **key card/badge**, you may **swipe** this on the Xerox to **log off**

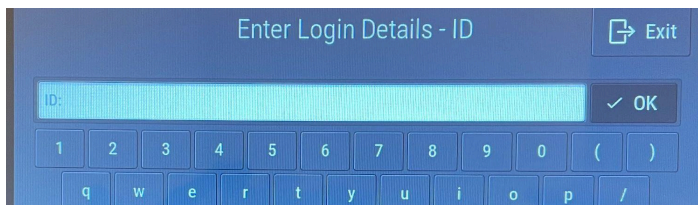
Interfacing with a Xerox machine

How-to: Scan-to-email

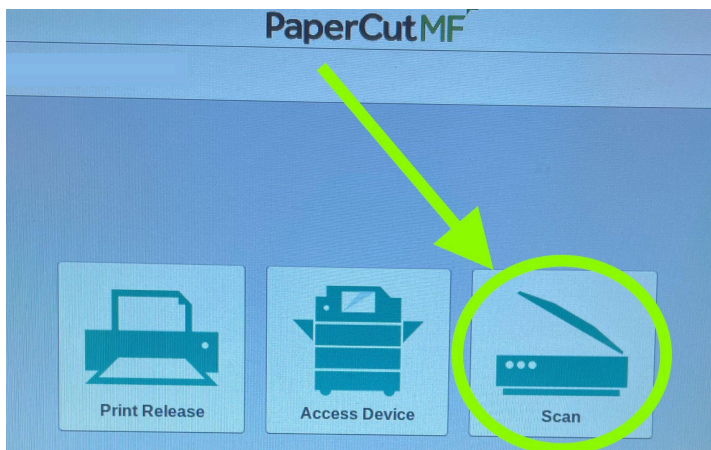
- Walk up to **any** Xerox > Tap the **keyboard** icon on the Xerox's touchscreen monitor



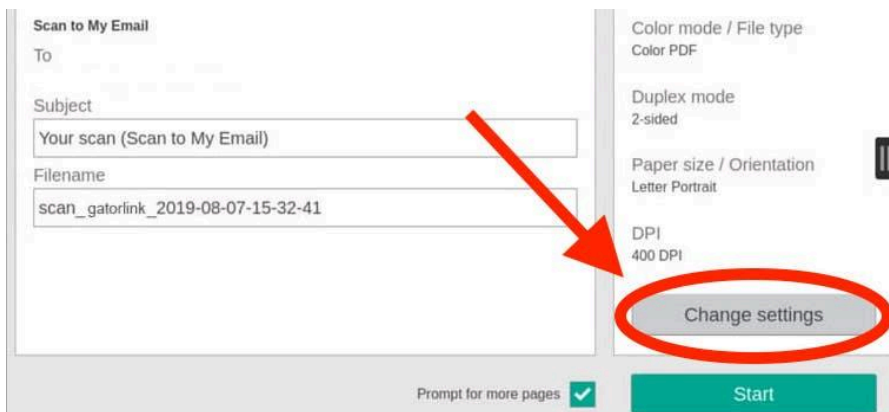
- Enter your Xerox/Employee ID (PIN) on the Xerox touch screen monitor > Tap **OK**
 - **Tip:** Your Xerox ID (PIN) matches your unique Paylocity Employee ID ([Find my ID](#))



- Place file(s) on glass or in tray > Tap **Scan**



- Follow the on-screen prompts > Tap fields to modify scan settings, file name, and email subject line >
 - To change additional scan to email settings > select "Change Settings"



- Modify duplex, orientation, papersize, color, file type, and DPI (quality/file size)

< Back

Scan Settings

Log Out

Originals

Scan output

Duplex mode

1-sided

2-sided

File type

PDF

JPEG

TIFF

Orientation

Portrait

Landscape

DPI

100

200

300

600

Paper size

A3

A4

A5

Color mode

Color

Grayscale


B&W

Start

- Select “Start” to send the scan to your SMEP/SMEC email address so you can forward to another recipient, save to a drive, or attach to another email

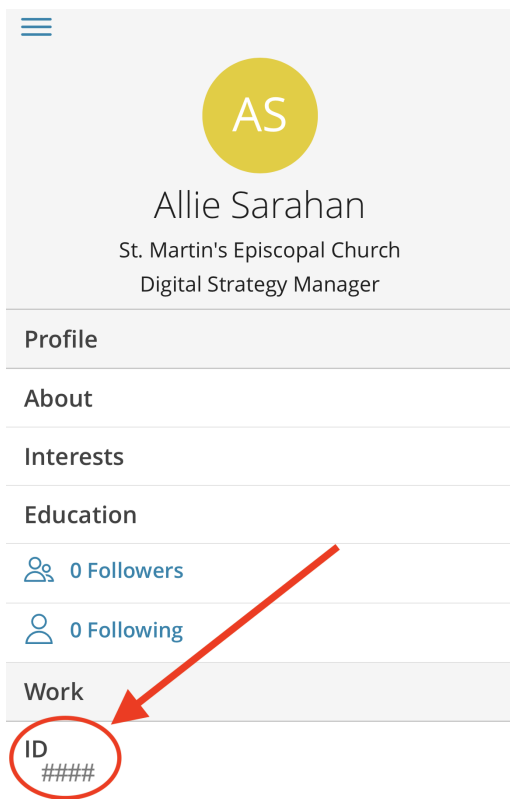
Locate user-specific Xerox/Employee ID in Paylocity

- Open the Paylocity app on your smart phone (or tablet) > Sign In with your credentials and the appropriate SMEC or SMEP Company ID
 - Download the app:
 - [Paylocity Mobile for iOS](#)
 - [Paylocity Mobile for Android](#)
 - Company ID required on Sign In screen:
 - **SMEC:** 89406
 - **SMEP:** 89407

- Tap  in the upper left corner of the screen to access the Navigation menu
- Tap your name at the top of the Navigation menu

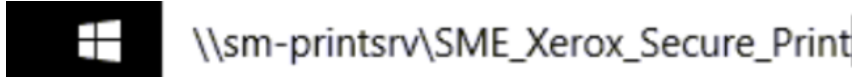


- Locate the ID field within your Profile > This 4 or 5 digit PIN serves as your Xerox ID
- Enter the PIN in the ID field on the Xerox's monitor to release prints, make copies, and scan-to-email

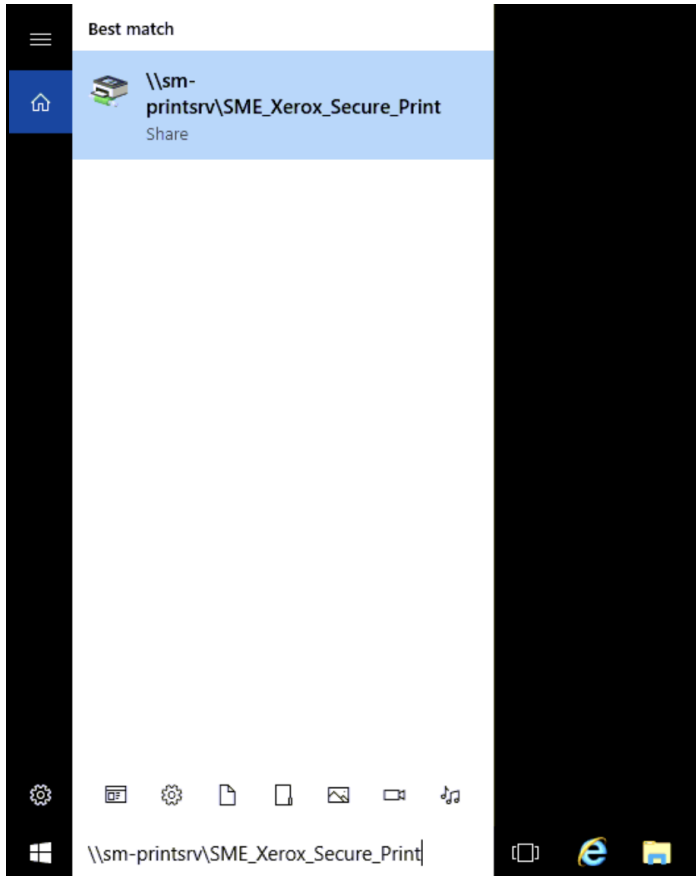


How to Install SME_Xerox_Secure_Print on a SMEC/SMEP-owned Windows PC

- Log on to your SMEC/SMEP-owned Windows PC
- Locate the Search bar (bottom left of screen, next to the Windows menu)
- In the Search bar, type: \\sm-printsrv\SME_Xerox_Secure_Print



- Tap the return/enter key on your keyboard **or** click it to select it if it appears under “best match”



- Follow any setup wizard prompts to complete the installation of the printer
- Contact itsupport@stmartinsepiscopal.org for any help needs you may have :)