Xerox 6400 (**colour**) — Printing Instructions for McGill students
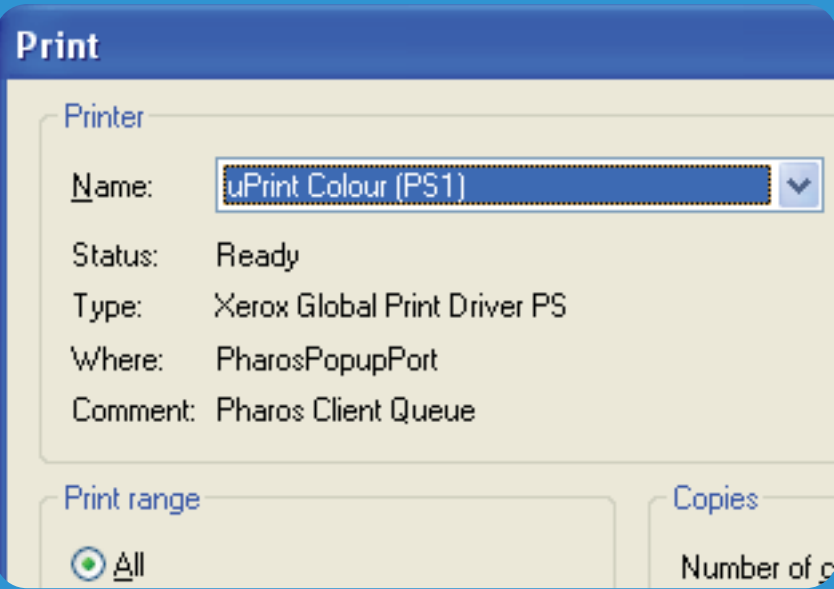
1 At the workstation:

1. Select the **uPrint Colour (PS1)** printer in the print dialogue from your computer.

2. Click **OK**.

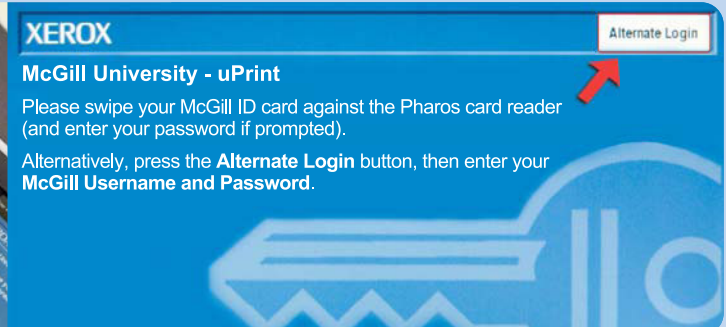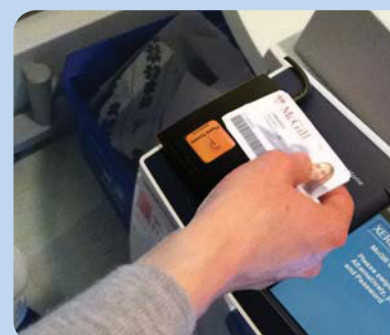3. *Go to any colour uPrint printer (Xerox 6400).*

2 At the printer:

Log in: Swipe your McGill ID card where indicated.

or

Press **Alternate Login** and enter your McGill Username when prompted. *(e.g. firstname.lastname@mail.mcgill.ca)*
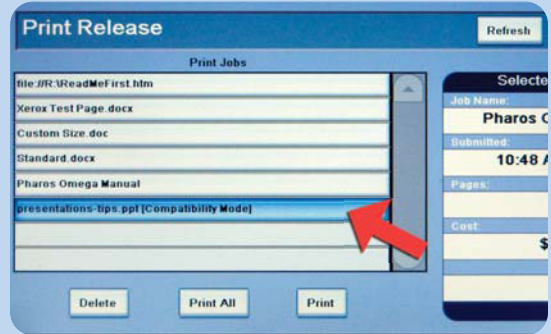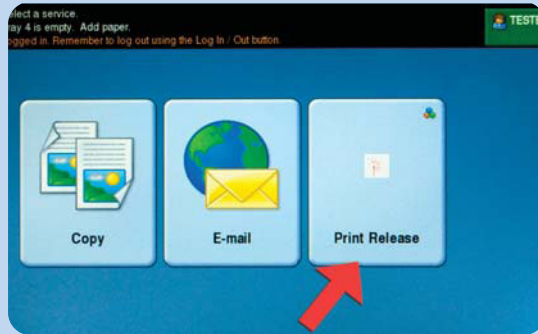
Enter your McGill Password (McGill email password).

XEROX

McGill University - uPrint

Please swipe your McGill ID card against the Pharos card reader (and enter your password if prompted).

Alternatively, press the **Alternate Login** button, then enter your **McGill Username and Password**.

Press the **Print Release** button.

The screen will show a list of all the print jobs you have sent to be printed. Using the touchscreen, **Print**, **Print All** or **Delete** your jobs.

Don't forget to log out!

ICS Technical support: **514-398-3398** **http://kb.mcgill.ca/it/uprint**

Check your charges: **Go to Minerva > Student Menu > uPrint - Campus Printing Menu**

Billing Issues | Refund Request Form: **http://webforms.mcgill.ca/printing/refunds.asp**

McGill Library / Bibliothèque — Information · Innovation · Service — uPrint

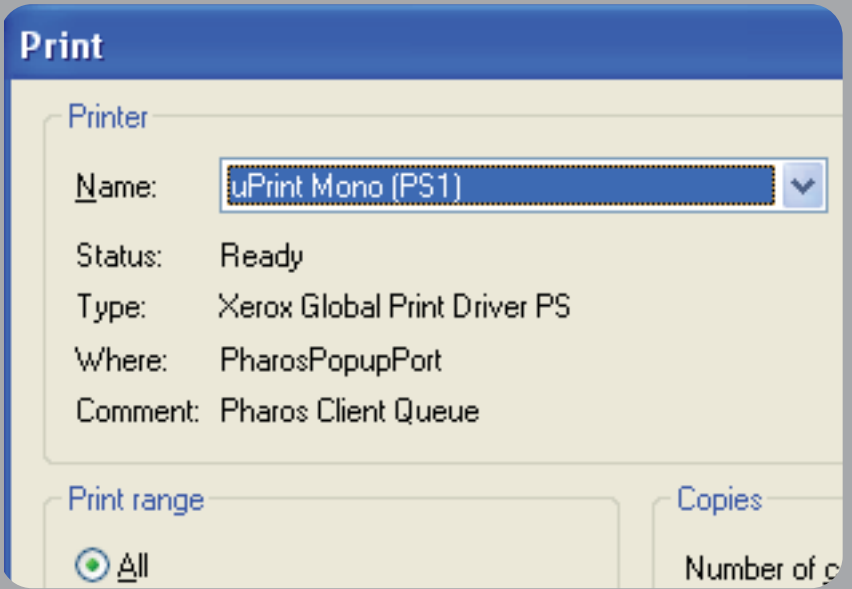**PLEASE LEAVE THIS HANDOUT FOR THE NEXT STUDENT**

Xerox 5655 (**b&w**)   Printing Instructions for McGill students

1 At the workstation:

1. Select the **uPrint Mono (PS1)** printer in the print dialogue from your computer.

2. Click **OK**.
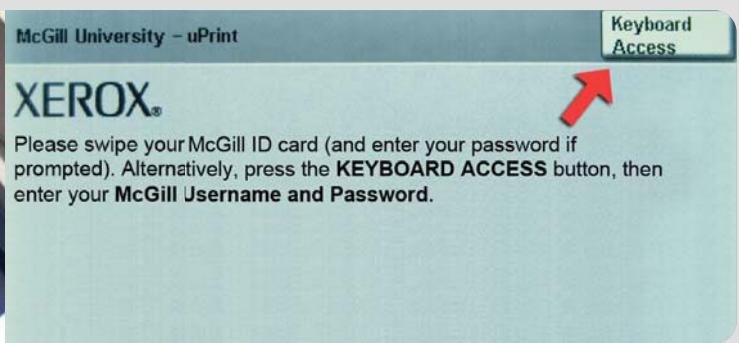
3. *Go to any uPrint printer (Xerox 5655 or 6400).*

Print

Printer

Name: uPrint Mono (PS1)

Status: Ready
Type: Xerox Global Print Driver PS
Where: PharosPopupPort
Comment: Pharos Client Queue

Print range
◉ All

Copies
Number of c

2 At the printer:

Log in: Swipe your McGill ID card where indicated.

or

Press **Keyboard Access** and enter your McGill Username when prompted. *(e.g. firstname.lastname@mail.mcgill.ca)*

Enter your McGill Password (McGill email password).

McGill University – uPrint   **Keyboard Access**

XEROX®

Please swipe your McGill ID card (and enter your password if prompted). Alternatively, press the **KEYBOARD ACCESS** button, then enter your **McGill Username and Password**.

Please enter your password

Password: ********

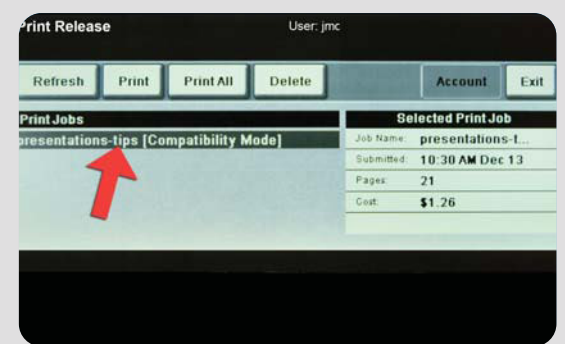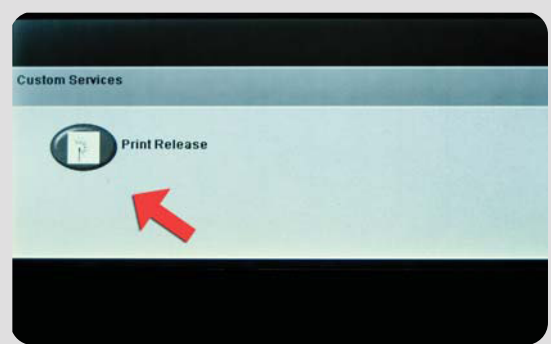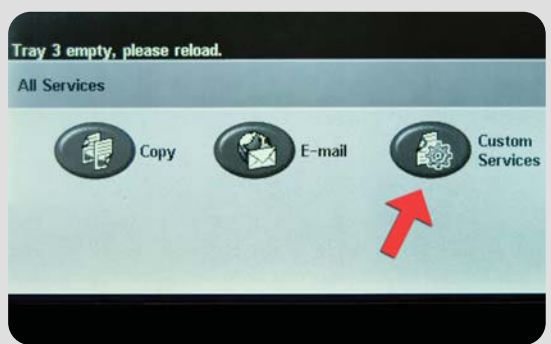| 1 | 2 | 3 | 4 | 5 | 6 |
| $ | ¢ | £ | € | ¥ | # |
| = | + | - | × | ÷ |

Press the **Custom Services** button.

Press the **Print Release** button. There will be a short delay.

The screen will show a list of all the print jobs. Using the touchscreen, **Print**, **Print All** or **Delete** your jobs.

Don't forget to log out!

Tray 3 empty, please reload.
All Services

Copy   E-mail   Custom Services

Custom Services

Print Release

Print Release   User: jmc
Refresh | Print | Print All | Delete   Account | Exit
Print Jobs   Selected Print Job
presentations-tips [Compatibility Mode]   Job Name: presentations-t...
Submitted: 10:30 AM Dec 13
Pages: 21
Cost: $1.26

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