

Printing at the New MSB

Prerequisites

Before using the new printing system, it is essential that a “Strong Password” is established for your Novell account. A “Strong Password” must contain at least 8 characters including at least one upper case letter, one symbol and one number. If your password already meets these criteria, move onto the next step, otherwise please click the following link to update your password:

http://technology.msb.edu/useful_info/passwords.html

Installing the printer

Next install the network printer by going to <http://print.msb.edu> and click the “MSB WorkCentre 7665” link. Install the iPrint client only if you are prompted to do so. The printer will auto install.

Printer Authentication

Note: This process needs to be done only once. Each subsequent time you print or make copies, simply swipe your Equitrac card at any networked printer you wish. This setup process can be performed at **any** of the networked printers.

1. Swipe your Equitrac card using the card reader located at the lower left corner of the Xerox printer. Make sure the photo is facing you. The light will turn from red

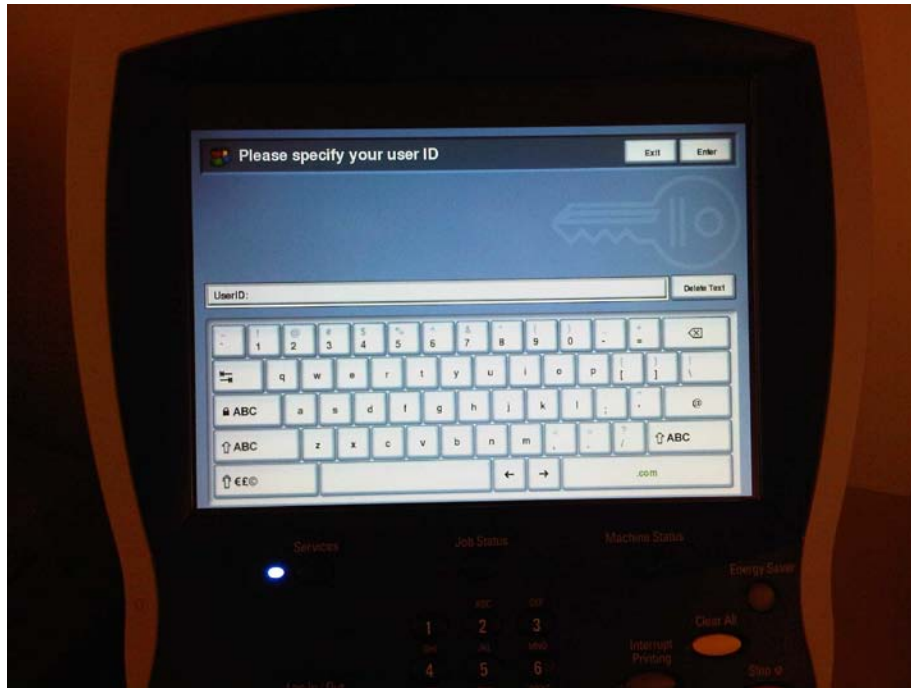


to green.

1. Next, you should see the prompt asking for your pin registration. Click “Yes”.



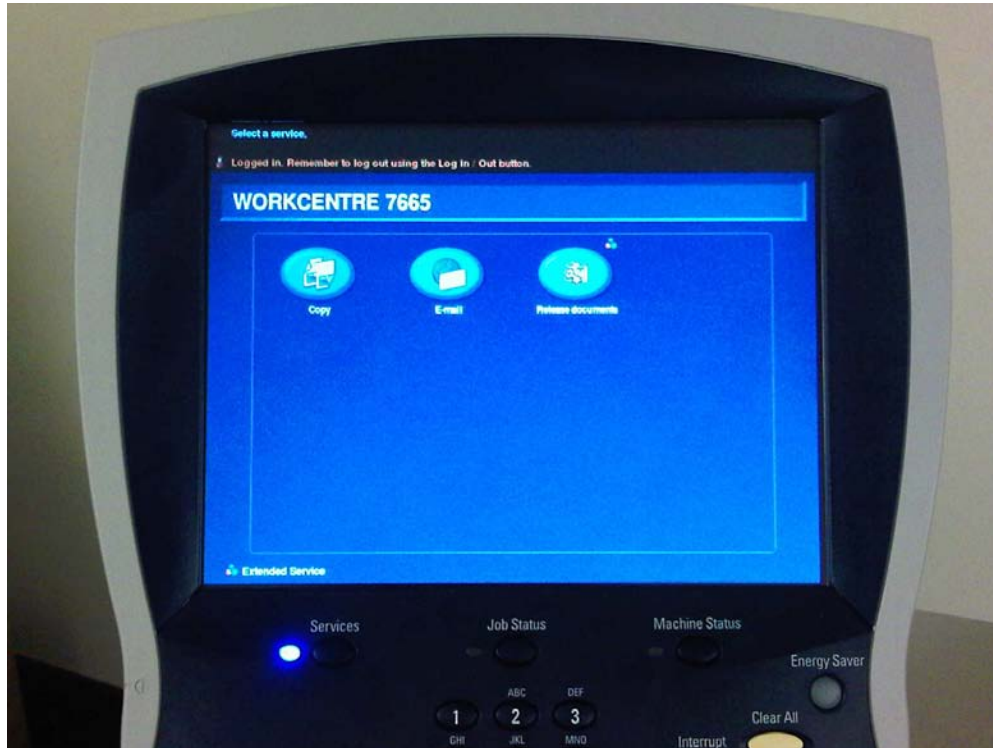
- The next screen will ask for your user ID. Use the touch screen to type your net ID. Click "Enter".



- The next screen will ask for your password. Use the touchpad to enter your Novell password. Click "Enter".



4. Once authenticated, you will see the Workcentre 7665 screen with 3 icons – “Copy, Email, and Release Documents”. Touch the appropriate symbol for the action you desire.



***When done, please remember to end the session by pressing the “Log in/Out” button. It is located at the left corner of the keypad and pressing confirm on the screen.**