



How to Print Documents to Xerox Machines

Purpose: This documentation will show an end user how to securely print to a Xerox machine and then release the job at the printer using the PaperCut print platform.

Requirements:

- Windows PC (Laptop or Desktop)
- Wired or Wireless Internet connection
- Physical access to a Xerox Machine within Tomball ISD
- Tomball ISD issues key fob(Optional)

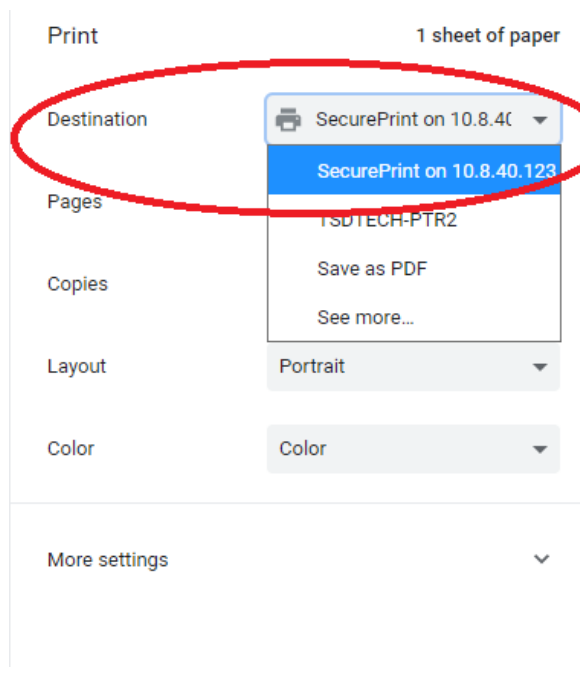
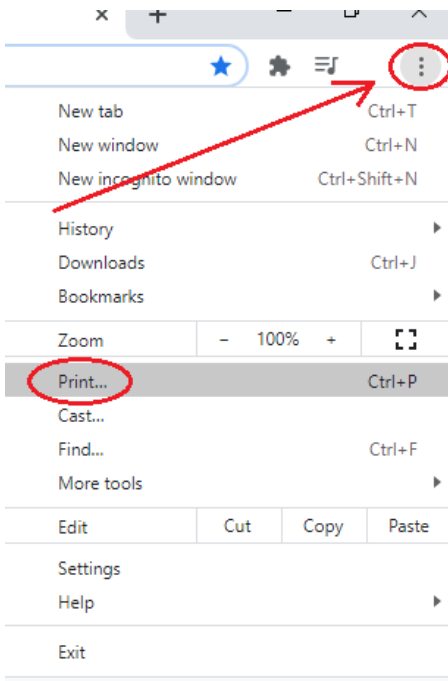
Index:

How to Print a Document	3
Log into the Xerox Machine	4
Log into a Xerox Machine using a key fob or card	4
Log into a Xerox Machine without a Key Fob or Card	5
How to Release a Print Job on a Xerox Printer	6
Support Contacts	7

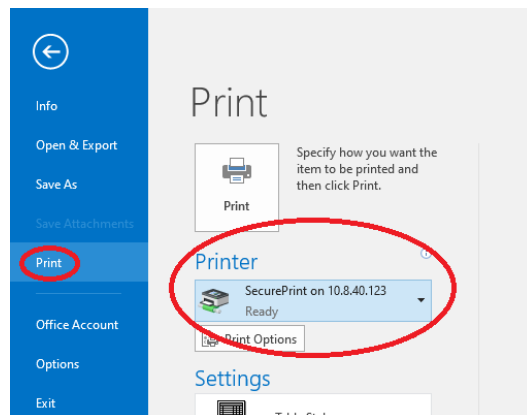
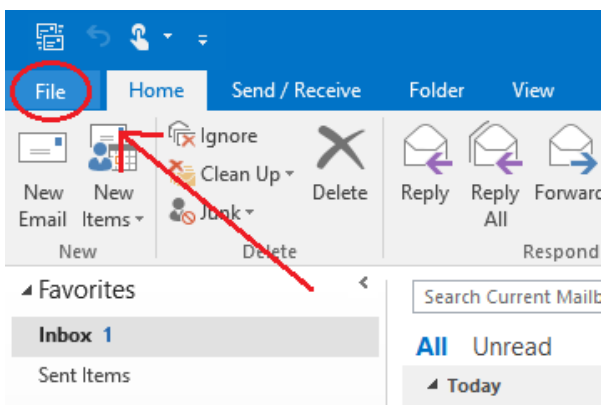
How to Print a Document

1. Select the print option from your application (Examples Below)

- a. From Google Chrome select the 3 dots in the upper right corner and select Print. A secondary screen will appear. Select SecurePrint as the destination, and then select Print at the bottom.

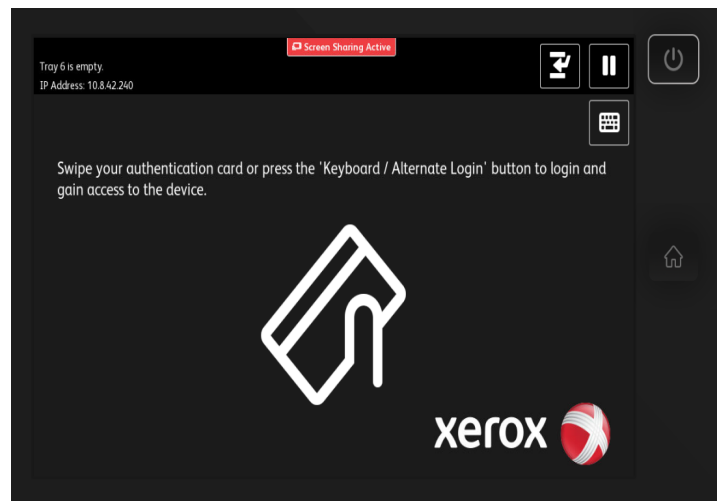


- b. From Outlook(Email) select File, then Print. Under Printer, select the dropdown and verify SecurePrint is listed.



Log into the Xerox Machine

1. Go to the Xerox Machine that you would like to release the print job from. Note: You may release the job from any Xerox Machine in the District.
2. Log into the Xerox Machine.
 - a. Log into a Xerox Machine using a key fob or card
 1. Look for the card logo. Place your key fob or card on the card reader to authenticate.

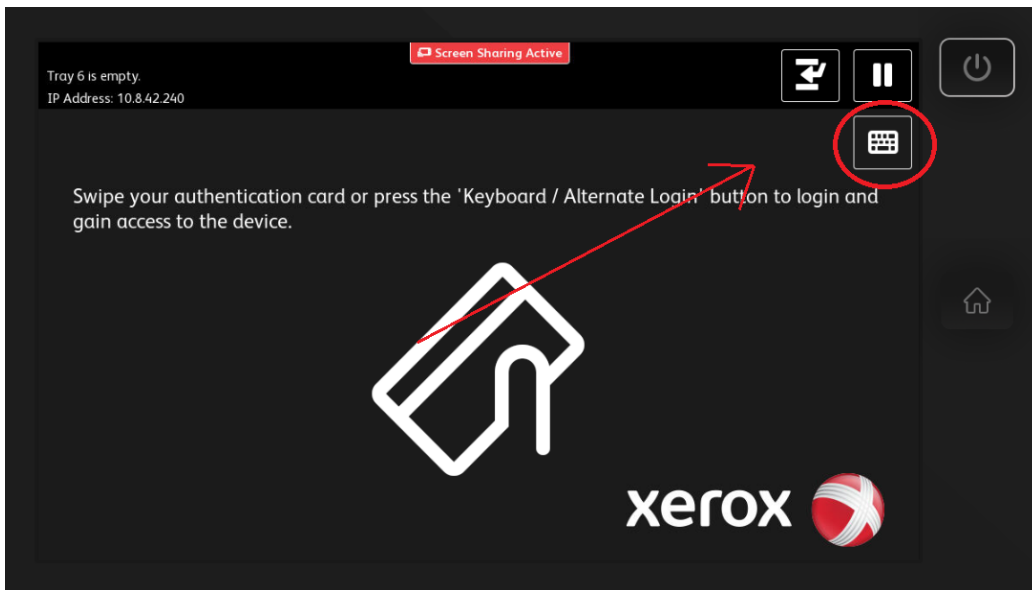


NOTE: If you have already associated the key fob to your account, skip to “How to Release a Print Job on a Xerox Printer” on Page 6

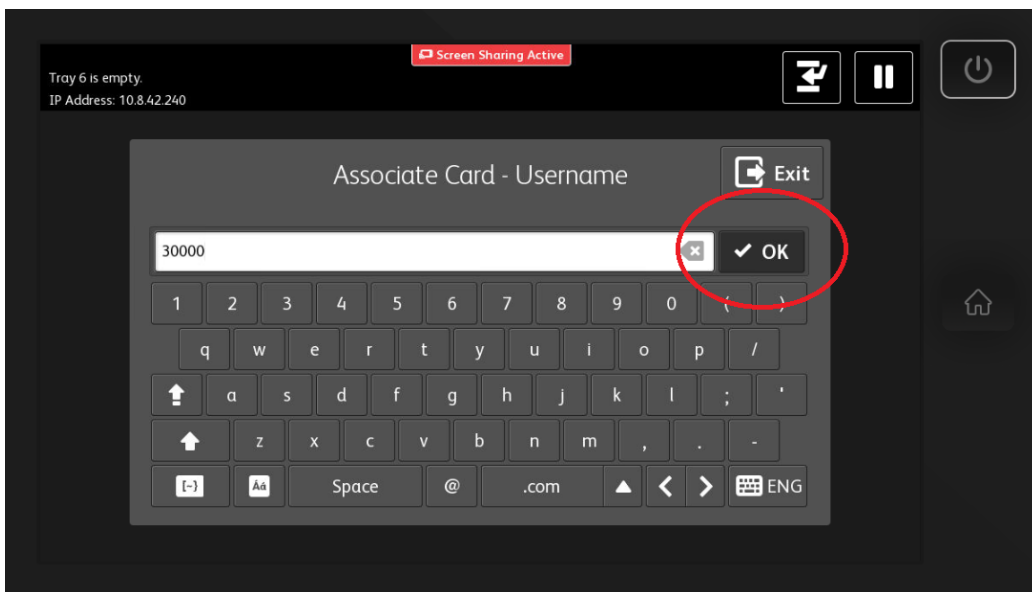
2. On the Associate Card screen, select Yes
3. On the Associate Card Username screen, Enter in your ID Number
4. On the Associate Card Password Screen, type in your computer password
5. On the Card Associated Screen, Select Yes

b. Log into a Xerox Machine without a Key Fob or Card

1. Select the keyboard logo from the login screen

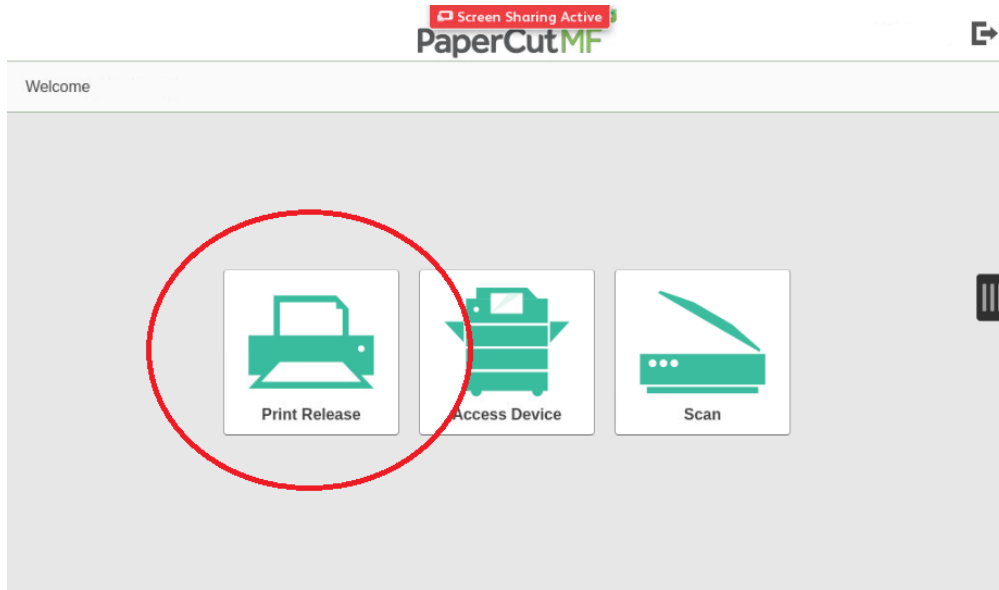


2. Enter in your Employee ID and select OK

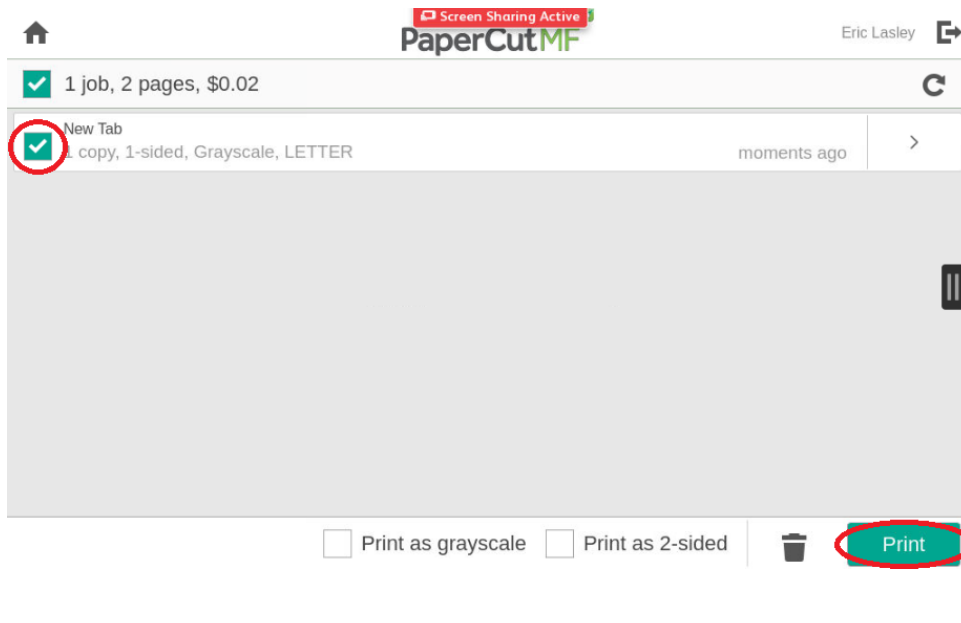


How to Release a Print Job on a Xerox Printer

1. From the PaperCut Welcome screen select Print Release



2. Select the print job you need, any options needed at the bottom, and select Print



This will release the job print on the Xerox Machine

Support Contacts

General Support:

281-357-3052 Ext 4001 or Submit a Helpdesk request at <https://tomball.schoolobjects.com/>

PaperCut Issues:

Helpdesk request at <https://tomball.schoolobjects.com/>

XeroX Printer Issues:

Contact a campus administrator to submit a request to Xerox