# Printing Instructions for McGill students

## 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).

## At the printer:

1. **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)

2. **Enter your McGill Password** (McGill email password).

3. 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.

4. Don’t forget to log out!

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

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

Xerox 5655 (b&w)

Printing Instructions for McGill students

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).

At the printer:

Log in: Swipe your McGill ID card where indicated.

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

Enter your McGill Password (McGill email password).

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!

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

PLEASE LEAVE THIS HANDOUT FOR THE NEXT STUDENT