



Technology & Accessibility Support

Printing Instructions

1. Connect to campus Wi-Fi network, which is called **EDUROAM**. Authenticate using your full UMW email address and associated password.
2. Scan the QR code below or access the following website:
<http://PRINTSERVER:9163/setup>
3. Follow instructions for printing, use your UMW email account credentials when prompted to do so (username=firstname.lastname, password=your student ID or 8000 number unless you have changed that).
4. Select printer, use **followme_xerox_color** or **followme_xerox_b-w**
5. Swipe your Bulldog card to login to printer. (If unable to swipe card, login using your 8000 number as the username).
6. Select **Print Release** or open **PaperCut MF** app to release, select your print job and press **Print**.
7. For assistance, call the ITS Helpdesk, 406-683-7775, or email us at its@umwestern.edu.

