



Printing to a Xerox

You must know your organization code to print to a Xerox printer

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Add the printer per the Adding A Printer Documentation

Once the printer is added, you will be prompted to enter a username and password.

The screenshot shows a dialog box titled "Accounting" with a close button (X) in the top right corner. It contains two input fields: "User ID:" and "Passcode:". Both fields are currently empty. Below the fields are three buttons: a help button with a question mark, an "OK" button, and a "Cancel" button.

The user ID is your Org code NOT your Stonehill password. The password IS your Stonehill password

The screenshot shows the same "Accounting" dialog box. The "User ID:" field now contains the text "3302". The "Passcode:" field contains a series of ten dots, indicating a masked password. The "OK" button is highlighted in blue, while the "Cancel" button remains grey.

Please see the document containing Org codes at <http://www.stonehill.edu/x16633.xml>