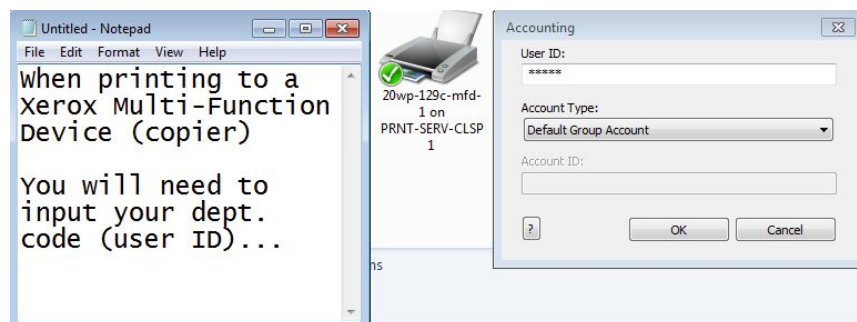


Windows — Print to Xerox Multi-Function Devices (MFDs) using a Department Code (aka “accounting code”).

(modified February, 11, 2016)

Select the Local Printer on your Windows workstation that points to the Xerox MFD.

- After selecting “Print” --- a popup window will appear...
- In the “User ID:” text box -- enter your assigned Print Department Code.
 - Please enter your Dept. Code -- otherwise the Xerox MFD will print an “Error Notice”.



Please contact IT Service Desk if you have questions.

servicedesk@risd.edu

401-454-6106

end of instructions.