How to setup a single Xerox printer

To use a single Xerox printer and bypass the Xerox_FollowMe queue you need to install the print queue on your PHC device by using the following web link:

https://iprint.imsu.ox.ac.uk/ipp

The department print queues are as follows:

Print queue name	Building	Room
PCHS_Eagle_House_AltaLinkC8055	Eagle House	Ground Floor Rm 10.10
PCHS_Gibson_VersaLinkC405	Gibson Building	1st floor Rm 598.20.24
PCHS_RPC_AltaLinkC8055_1	RPC	1st Floor Rm. 20.03
PCHS_RPC_AltaLinkC8055_2	RPC	2nd Floor Rm. 30.03
PCHS_RPC_VersaLinkC405_1	RPC	Ground Floor Rm 10.05 (DPhil room)
PCHS_RPC_VersaLinkC405_2	RPC	Ground Floor Rm 10.24 (staff room)
PCHS_RPC_VersaLinkC405_3	RPC	1st Floor Rm. 20.21
PCHS_RPC_VersaLinkC405_4	RPC	2nd Floor Rm. 30.21

1. On main screen press **Ctrl key and F** to bring up the find window, copy the name of the printer into the find box and press return. You may be prompted to update the iPrint client. If you receive these prompts, accept updating the client
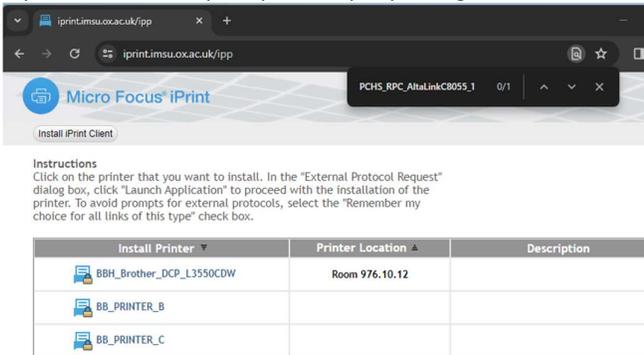
2. Click on the name of the printer you want to install
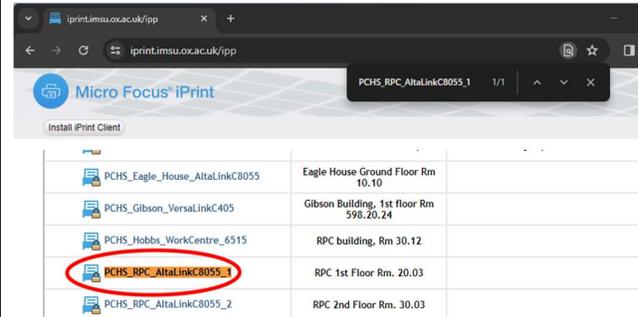
3. Click on 'Open Micro Focus iPrint Printer Installation Utility'

4. Click on 'Yes' to the 'Printer is not installed' message
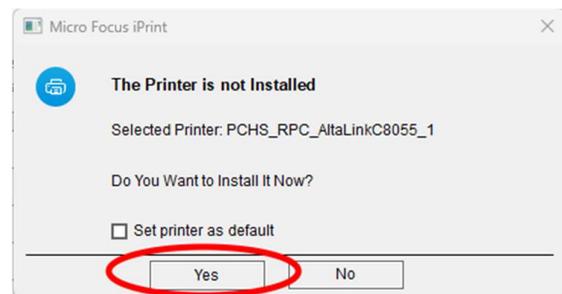
5. Wait for the installation (this can take some time)
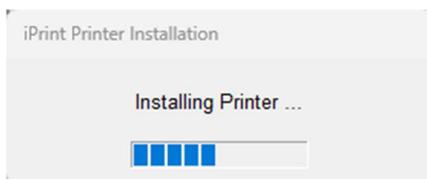
6. Your printer is now installed. You can print directly to this device by selecting it in your application
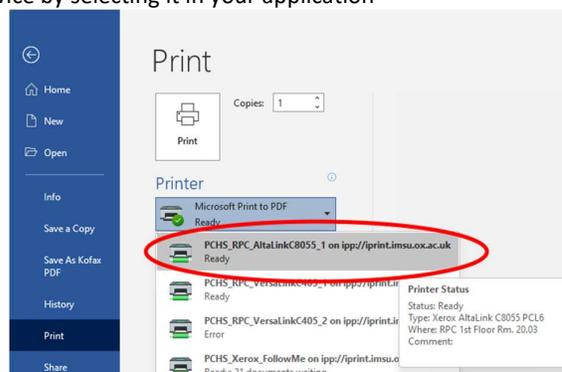
Note: When printing direct to a device **your document will print immediately** so please ensure you collect your printout promptly. Do not send any confidential documents to print unless you are able to collect it.