Wes-Find-Me-Printers

RICOH imagine. change. PaperCut MF

Print – Scan - Copy

1. Instructions for installing the "Wes-Find-Me-Printers" on your computer or mobile device can be found by visiting: https://www.wesleyan.edu and searching for:

2. Print to "Wes-Find-Me-Printers" from your computer or mobile device. When prompted for username and password at your device, enter your Wesleyan Single Sign-On username and its associated password. You can release your print job from any campus "Wes-Find-Me-Printer."

3. At the "Wes-Find-Me-Printer," swipe your Wes ID through the card reader *(magnetic strip should be down and facing the copier)* or enter your Wes Username and Password on the display. *The first time you swipe your Wes ID at a Wes-Find-Me-Printer you will be prompted to enter your Username and Password to register your Wes ID.

4. Once authenticated, select "Print release" to view your sent print jobs.

   *Tip: To save $$$ and lessen your environmental impact, print duplex and grayscale whenever possible.

   **There is a check box to do both at the bottom of the Print release screen. You can also delete print jobs that you no longer wish to print.
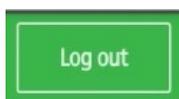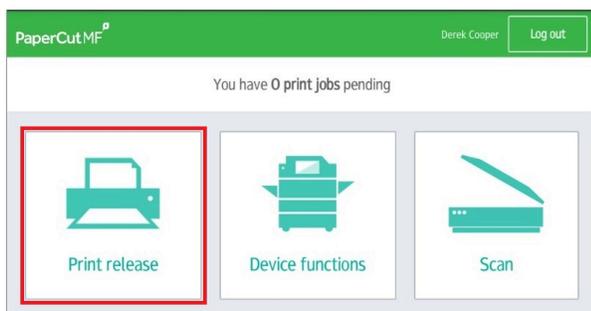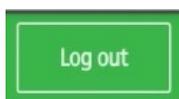
5. Be sure to **Log out** of the printer when you are finished.

Questions or problems? Contact the ITS Helpdesk at (860) 685-4000 or submit a request for ITS Help through WesPortal.