New tap readers for Xerox Managed Printers and the Associate Card Message

2025-10-29 - Erich S. Lehman - Faculty/Staff

We have swapped out the old swipe card readers on all of the Xerox CAD-managed printers in the college (Booth and Gannett). With the new tap readers, you may be presented with the "**Associate Card**" message the first time you try to tap in to release a print. The process to associate your card with your RIT account is easy and should not take more than a minute or two.

Tap your card on the reader and **follow these directions** to associate your card with your account:

1. Tap **YES** to associate your card with your account.

2. Enter your **RIT USERNAME** – only "ABC1234," not your full email address – then tap **OK**.

3. Enter your **RIT PASSWORD**, then type **OK**.

4. If you entered both correctly, your card and your account will now be associated and should work on the rest of the tap readers*.

NOTES:

+ If the steps above don't work, please confirm that you are typing ONLY your username and that you are typing your password correctly. The touchpad can be finicky sometimes and lead to misytpes.

* You may have to go through the process again on a printer you have never used before.

Still having problems? Please file a ticket 24/7 at: Helpdesk.cad.rit.edu