

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](https://helpdesk.cad.rit.edu)