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## **New tap readers for Xerox Managed Printers**

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

We are migrating the old swipe card readers for the new tap card readers on the Xerox Managed printers over the next week or so.

With the new tap readers, you may be presented with the **Associate Card** dialogue box the first time you tap into a printer. The process is easy and should not take more than a minute or two to do.

- 1. Tap YES to associate your card with your account
- 2. Enter your USERNAME only "ABC1234," not your full email address then tap OK.
- 3. Enter your PASSWORD, then type OK.
- 4. If you entered both correctly, your card and your account will be now be associated and will work on the rest of the tap readers.

If you still have issues afterwards, please file a ticket with us at <a href="https://helpdesk.cad.rit.edu">https://helpdesk.cad.rit.edu</a>.