




Printing from your computer

There will be multiple printers on your computer. There are 2 kinds of printing:

- Secure Print – When you print to a secure print printer, your print job will be held on a print server and will be released when you go to the device and “release” the job. Instructions on releasing jobs will be found below. You may release your job on any device on any campus that is associated with that printer. Secure Printer names will end with **Secure Print**.
- Direct Print – When you print to a direct print printer, your print job will immediately print from the specified device. Direct Printer names will end with **Direct Print**.

Here is a description of where **secure print** printers will print.

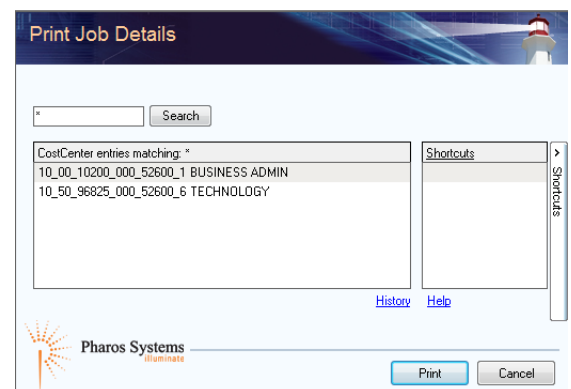
-  **K BW HP Emp Secure Print**
Ready This printer will securely print to Black and White HP Printers
-  **K BW Ricoh Emp Secure Print**
Ready This printer will securely print in Black and White to all Ricoh Devices
-  **K Color Ricoh Emp Secure Print**
Ready This printer will securely print in Color to all Color Ricoh Devices

Once you select a printer and press print, an “Automatic Updater” box may come up. You may click OK on this box. This window will update a printer on your computer if needed.

If you are associated with multiple GL accounts

If you are associated with multiple GLs, you will be presented the “Print Job Details” window. To view all GLs to charge to, type * in the search box and click **Search**. Then click the CostCenter you wish to charge to and click **Print**.

GL accounts that will appear automatically once you have used it.

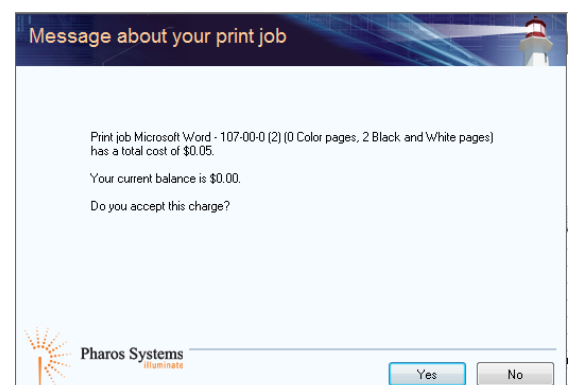


If you are not associated with multiple GL accounts

The “Print Job Details” window will not appear if you only have 1 GL account.

You will now be presented with a “Message about your print job”, which will ask you to accept the charge for the print job. If you click **Yes**, your job will be submitted. If you click **No**, your job will not be submitted. Your department will not be charged for a print job until it is physically printed at the printer.

Note: Your balance will always be \$0.00



Interfaces at Printers

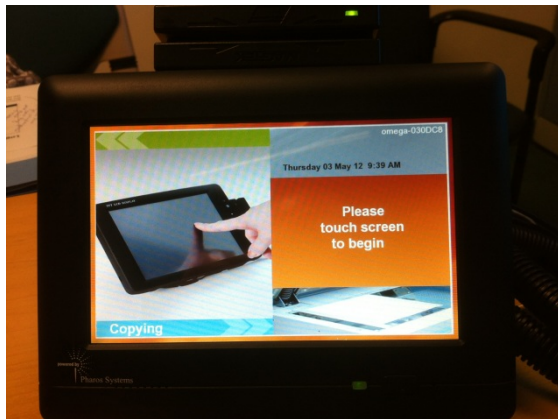
Here are images of the interfaces you will find at many of the print devices at Gateway.



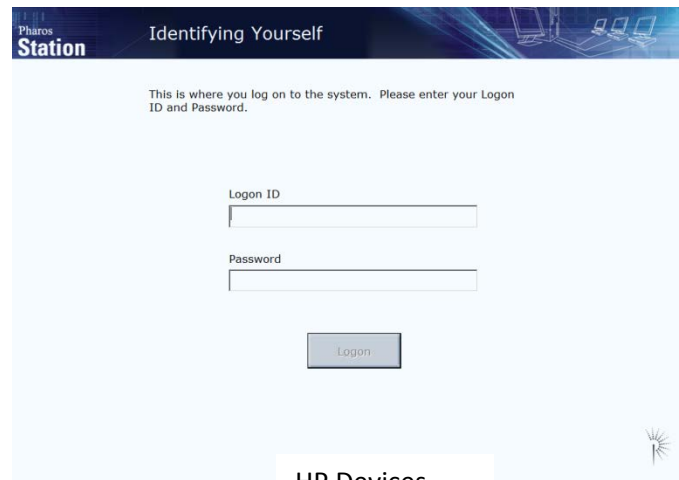
Ricoh Devices



Ricoh Devices



Xerox Devices



HP Devices

Before you can release a secure print job, copy, fax or scan, you must first log in to the device. Swipe your Gateway ID Card on the side of machine or touch the screen to enter your user name and password (the same *logon name and password* used to logon to your computer).

Releasing Secure Print Jobs

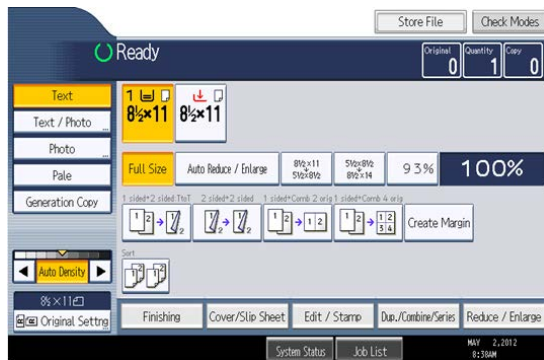
Once you logon you will be presented a list of submitted print jobs on the screen of the device. Select which jobs you want to print by either tapping or clicking the square next to the job, and press the **Print** button.

On Ricoh devices, you will be prompted for your GL number again. This will not happen on other devices.

If you accidentally press the **Scanner** or **Fax** button, you can return to this screen by pressing the **Other Functions** button (this is only for Ricoh Devices).

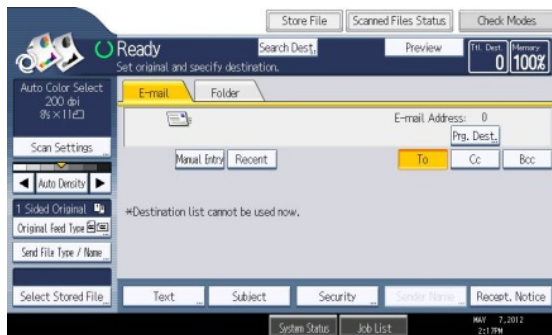
Copying, Scanning, and Faxing

After logging into the device, you can select other options that the device supports, like Copy, Fax, or Scan by pressing the appropriate button on the machine.

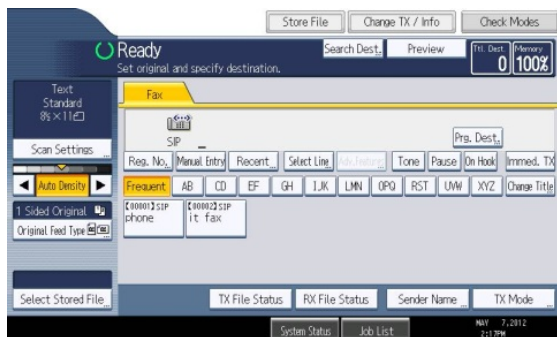


This is an example of a Copy screen. Here you select the size of paper, duplexing and other finishing options.

All machines will automatically default to duplex printing.



This is an example of the Scan screen. Here you enter the email address of the person you are sending the scan to and color options.



This is an example of the Fax screen. On this screen, you can enter the phone number of where you are faxing to, or choose a number from the predefined address book.

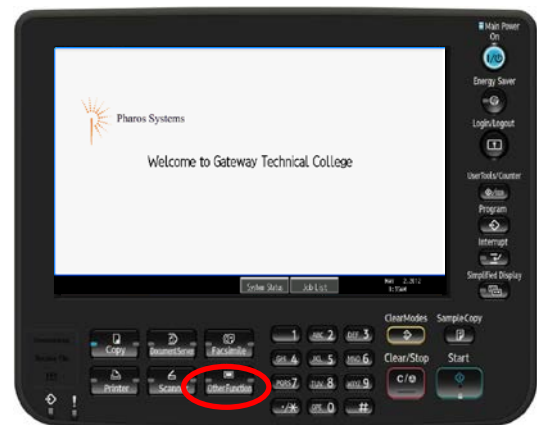
Logout after using the device

Employees need to logout of the machine after secure printing, copying, scanning or faxing.

If you are releasing a secure print job once you have selected the job(s) you wish to print you will be prompted with the following screen and should click the logout button.



If you are using the copy, scan or fax functions of the machine once you are finished you will need to push the **Other Function** button found on the machine control panel like the one shown below:



Once you press the "Other Function" button you will be taken to the logout screen (seen above) and need to select logout.