




## Printing from a campus computer

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

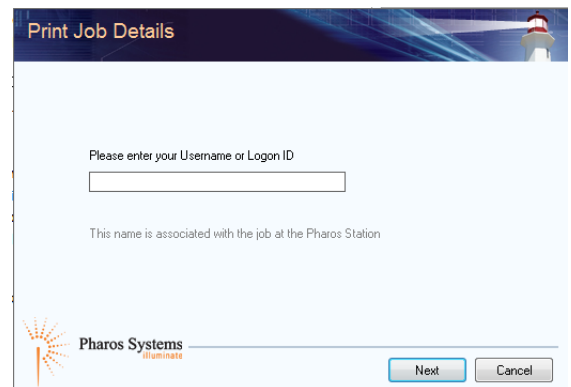
- Secure Print – When you print to a secure print printer, your print job will be held on a print server and will be released when you go to the device and “release” the job. Instructions on releasing jobs will be found below. You may release your job on any device on any campus that is associated with that printer. Secure Printer names will end with **Secure Print**. You are not charged for print jobs using this kind of printer until the job is released.
- 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**. Most computer labs will not have these printers. You will be charged for the print job immediately using this kind of printer.

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

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

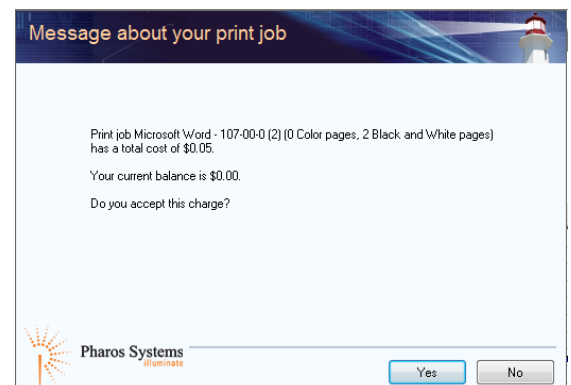
Next, a “**Print Job Details**” window will appear. You will need to enter your Student ID number into this window and click **Next**. This will associate your print job with your account.



The screenshot shows a window titled "Print Job Details" with a blue header and a lighthouse icon. The main area is white and contains the text "Please enter your Username or Logon ID" above a text input field. Below the field, it says "This name is associated with the job at the Pharos Station". At the bottom left is the Pharos Systems logo with the tagline "illuminate". At the bottom right are two buttons: "Next" and "Cancel".

You will be presented with a “**Message about your print job**”, which will show you the cost for your print job and 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.

**IMPORTANT NOTE:** Gateway will not begin charging students for printing/copying until Fall 2012 Semester. The “Message about your print job” box will still appear but you will **NOT** be charged.



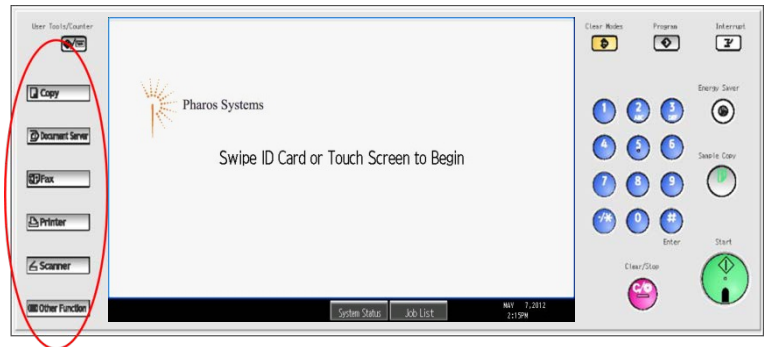
The screenshot shows a window titled "Message about your print job" with a blue header and a lighthouse icon. The main area is white and contains the text "Print job Microsoft Word - 107-00-0 (2) (0 Color pages, 2 Black and White pages) has a total cost of \$0.05." followed by "Your current balance is \$0.00." and "Do you accept this charge?". At the bottom left is the Pharos Systems logo with the tagline "illuminate". At the bottom right are two buttons: "Yes" and "No".

## Interfaces at Printers

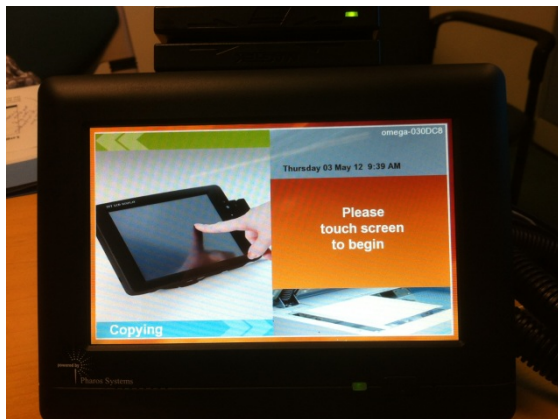
Here are images of the interfaces you will find at many of the print devices at Gateway.



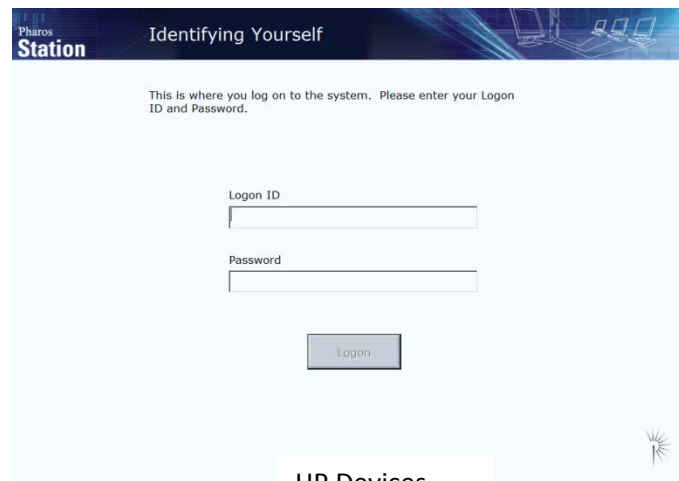
Ricoh Devices



Ricoh Devices



Xerox Devices



HP Devices

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

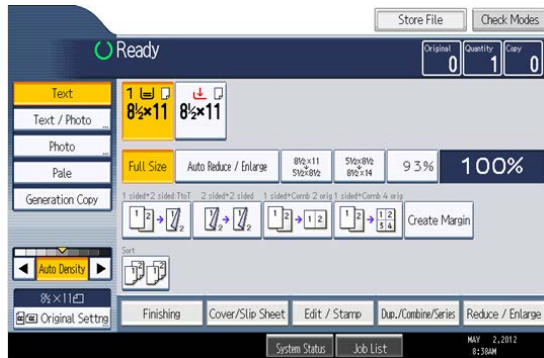
## Releasing Secure Print Jobs

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.

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).

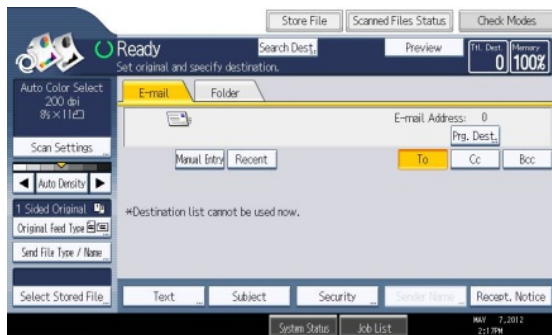
## Copying and Scanning

After logging into the device, you can select other options that the device supports, like Copy 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.

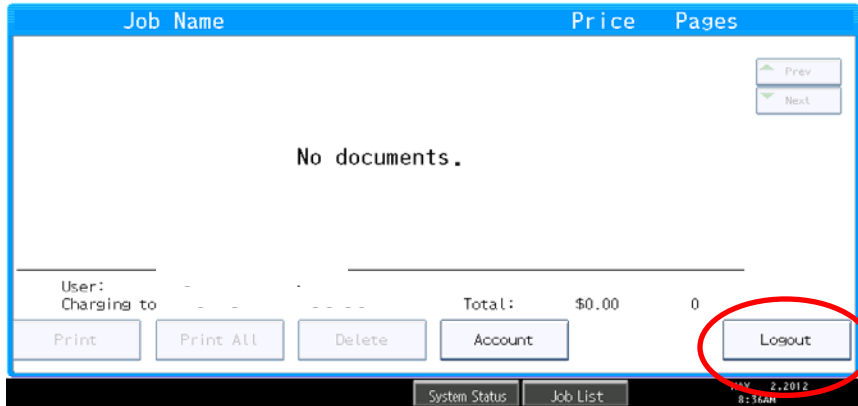


This is an example of the Scan screen. Here you enter the email address of the person you are sending the scan to and color options.

## Logout after using the device

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

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 or scan 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.