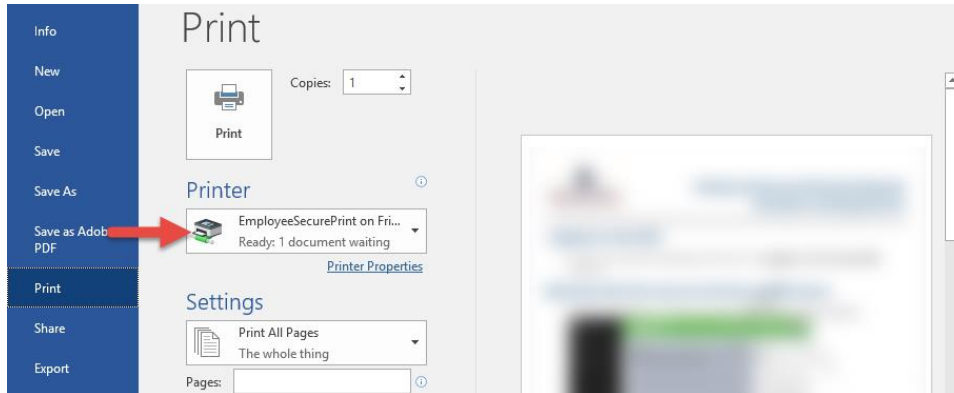


## Selecting a Printer

1. To print to the employee secure print queue, select *EmployeeSecurePrint* when choosing a printer in an application.

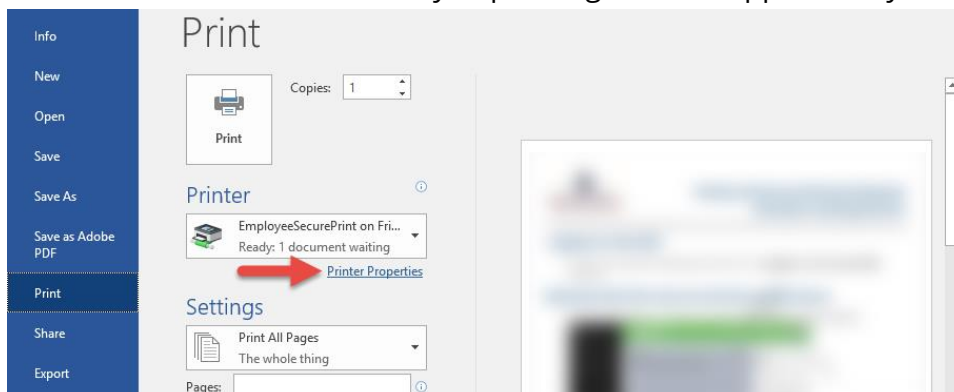


**NOTE: The *EmployeeSecurePrint* printer should be added automatically for all employees. If you do not have the printer available, you can still add it following the directions for adding a campus printer.**

## Changing Printer Settings

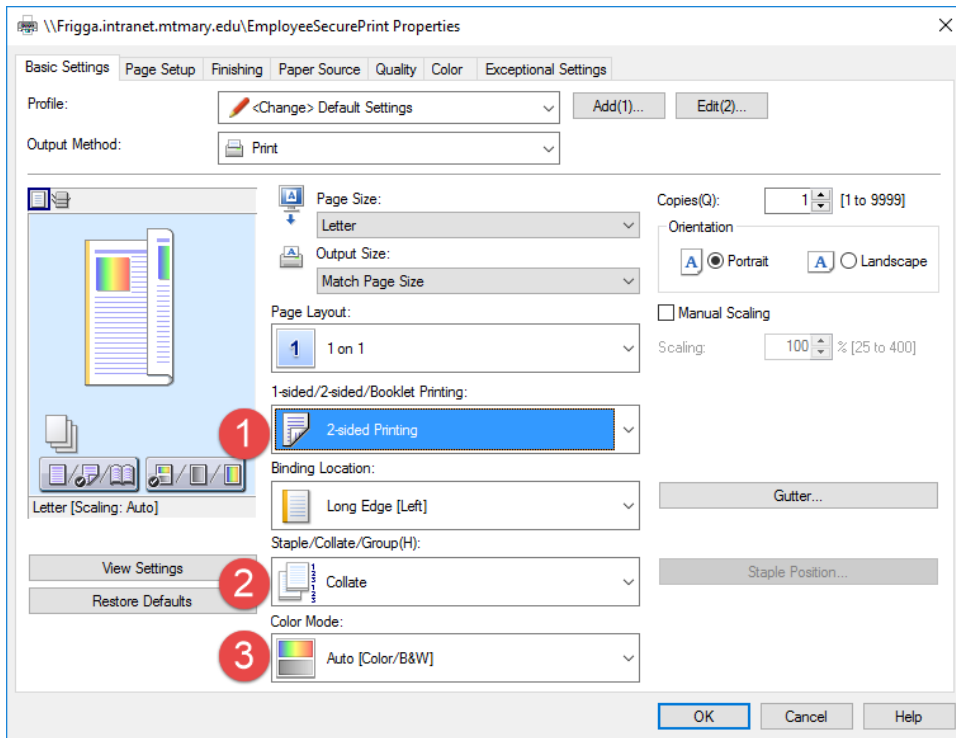
**NOTE: The employee secure print queue allows you to release your print jobs on a number of printers that have differing capabilities. If you release your document on a printer that does not support the options you have chosen (e.g. you print a document in color but release on a black and white MFD), unavailable choices will not be honored.**

2. Click the button or link for **Printer Properties**. Please note that this may be found in a different location or be named differently depending on what application you are printing from.

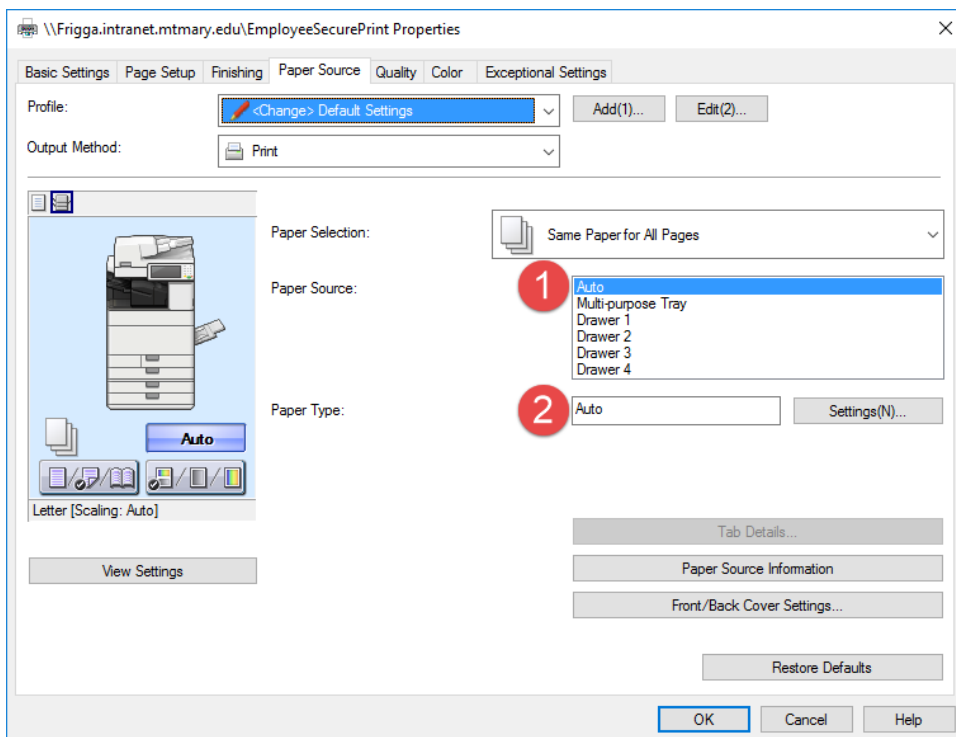


**NOTE: In Microsoft Office programs, some printer settings can be changed directly from the Print screen.**

1. On the **Basic Settings** tab of the printer properties, you can quickly choose whether to print simplex or duplex (1), how to staple and/or collate the print job (2) or whether to print in color or black and white (3).



2. On the **Paper Source** tab, you can choose the paper source tray (1) and the paper type (2). Changing the paper type is important if you are printing on non-standard paper, such as cardstock or labels.



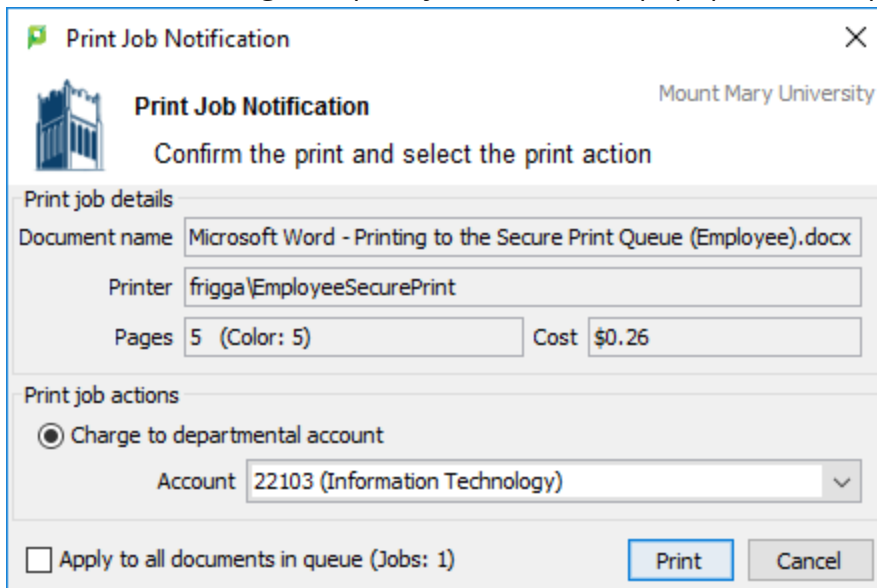
# Selecting a Departmental Account to Charge for Printing

## Single Departmental Account

1. If you have access to only a single departmental account to charge for printing, that account will be charged automatically.

## Multiple Departmental Accounts

1. If you have access to multiple departmental accounts to charge for printing, you will need to select an account to charge the print job to from the popup that is displayed.



**Print Job Notification** Mount Mary University

Confirm the print and select the print action

Print job details

Document name: Microsoft Word - Printing to the Secure Print Queue (Employee).docx

Printer: frigga\EmployeeSecurePrint

Pages: 5 (Color: 5) Cost: \$0.26

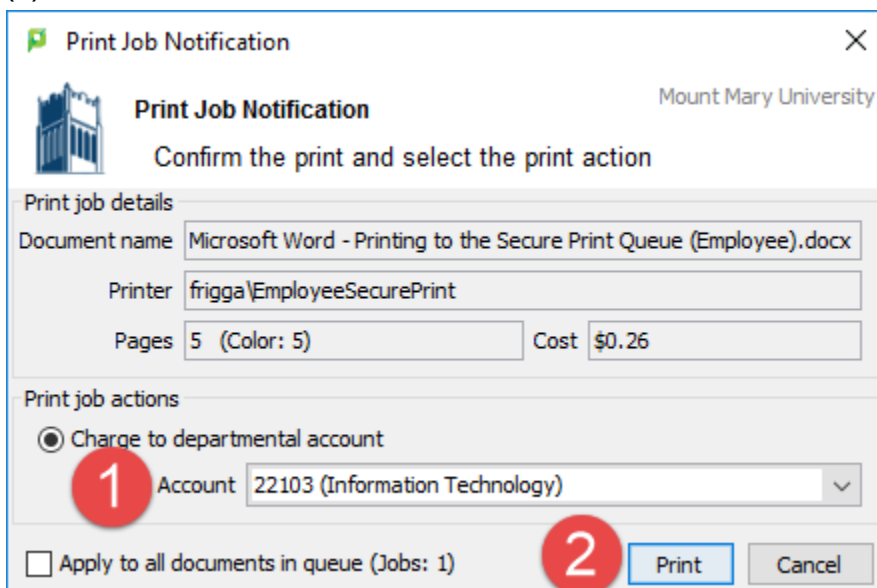
Print job actions

Charge to departmental account

Account: 22103 (Information Technology)

Apply to all documents in queue (Jobs: 1) **Print** **Cancel**

2. Select the account you wish to charge to from the dropdown list (1). Then press the **Print** button (2).



**Print Job Notification** Mount Mary University

Confirm the print and select the print action

Print job details

Document name: Microsoft Word - Printing to the Secure Print Queue (Employee).docx

Printer: frigga\EmployeeSecurePrint

Pages: 5 (Color: 5) Cost: \$0.26

Print job actions

Charge to departmental account

Account: 22103 (Information Technology)

Apply to all documents in queue (Jobs: 1) **Print** **Cancel**

## Releasing Your Print Job

You can release your print job from the secure print queue to any campus MFD, as well as any public or classroom computer attached to a print release kiosk. For instructions on releasing jobs on a campus MFD, see the **Releasing Held Print Jobs on Campus MFDs** document. For instructions on releasing jobs on a print release kiosk, see the **Releasing Held Print Jobs on Release Stations** document.

**If you have any questions or experience any issues, please contact the IT Help Desk at 414-930-3048 (x3048 on campus) or [mmu-helpdesk@mtmary.edu](mailto:mmu-helpdesk@mtmary.edu).**