

Selecting a Printer

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

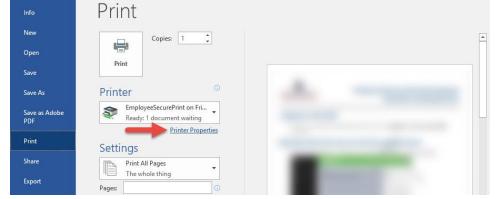
Info	Print
New	Copies 1 🛟
Open	Print
Save	
Save As	Printer
Save as Adob PDF	Ready: 1 document waiting
Print	Printer Properties Settings
Share	Print All Pages
Export	Pages: 0

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.

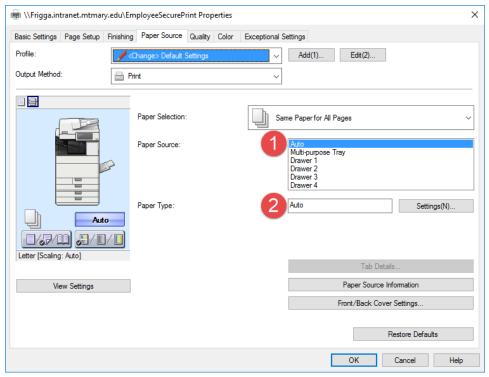


NOTE: In Microsoft Office programs, some printer settings can be changed directly from the Print screen.

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**).

asic Settings Page Setup F	nishing Paper Source Quality Color Exceptional Setting	8
Profile:	🖌 <change> Default Settings 🗸 🗸</change>	dd(1) Edit(2)
Dutput Method:	🚔 Print 🗸	
1	Page Size:	Copies(Q): 1 😭 [1 to 9999]
	+ Letter	✓ Orientation
	Output Size:	A Portrait A C Landscape
	Match Page Size	×
	Page Layout:	Manual Scaling
	1 on 1	✓ Scaling: 100
	1-sided/2-sided/Booklet Printing:	
	1 🗗 2-sided Printing	\sim
0/7/00 2/0/	Binding Location:	
Letter [Scaling: Auto]	Long Edge [Left]	V Gutter
	Staple/Collate/Group(H):	
View Settings	Collate	Staple Position
Restore Defaults		
	Color Mode:	
	3 Auto [Color/B&W]	~
		OK Cancel Help

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

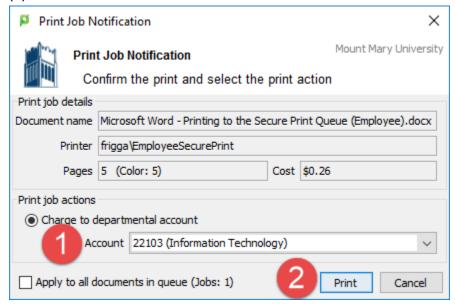
1. If you have access to only a single departmental account to charge for printing, that account will be charged automatically.

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 ×						
	t Job Notification onfirm the print and select the print action	Mount Mary University				
Print job details						
Document name	Microsoft Word - Printing to the Secure Print Queue (Employee).docx					
Printer	frigga \EmployeeSecurePrint					
Pages	5 (Color: 5) Cost \$0.2	5				
Print job actions						
Ocharge 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).



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.