

## **Secure Print**

 When printing your document, select a Secure Print Queue (StudentBlackWhite or StudentColor print queue, depending on if you would like to have your job printed in Black & White or Color). Note: Color print jobs can only be released from the large printer in the Library Commons (HLComRicoh).

2. When prompted to confirm the print job, select the Print button. You will be alerted with a popup indicating that your document is being held in a queue.

🖶 Print × General Select Printer 👼 HL017 on frigga 👼 HLcomRicoh on FRIGGA 🚰 StudentBlackWhite on frigga Status: Ready Print to file Preferences Location: Find Printer.. Comment: Virtual print queue for grayscale student find-me Page Range 💿 All Number of copies: 1 \* Selection Current Page Pages: Collate 22 33 Print Cancel Apply

Print Job Notification	<b>—</b>
Print Job Notification Confirm the print	Mount Mary University
Print job details	
Document name Untitled - Notepad	
Printer frigga\StudentBlackWhite	
Pages 1 (Grayscale) Cost \$0.10	
Apply to all documents in queue (Jobs: 1)	Print Cancel

After sending the print job, you document will be held in a print queue and will need to be released at a release station using the instructions below.

## Secure Release

- 1. Move mouse to clear the Screensaver (if necessary).
- At the login screen, enter your Mount Mary network username/password (the same information that you use to log onto the computer).

📗 HL 17 (Gener	al Lab)
To release your job(s), enter your network credentials Please contact the Helpdesk at x321 if assistance is required.	Username studgtester Password ••••••••••••••••••••••••••••••••••••
PaperCut MF 12.3 (Build 17992)	© Copyright 1999-2015. PaperCut Software International Pty Ltd

3. Select the individual print job(s) that you would like to print. Or you can select the Print All button to print all of your jobs in the queue. See Figure 2.

			Us	ser: studqtester. Your balance: \$50.50				Refresh
	Time	User	Printer	Document	Pages	Cost	Action	
3	11:32	studqtester	StudentBlackWhite	Test Job 1.txt - Notepad	t	\$0.10	Print	Cance
8	11:30	studqtester	StudentBlackWhite	Test Job 2.txt - Notepad	1	\$0.10	Print	Cance

**Note:** Before printing, review the cost and number of sheets being printed which is listed next to each print job. You can also cancel jobs previously submitted by selecting the "Cancel All" button

4. Select the "Done" button to log off.

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.