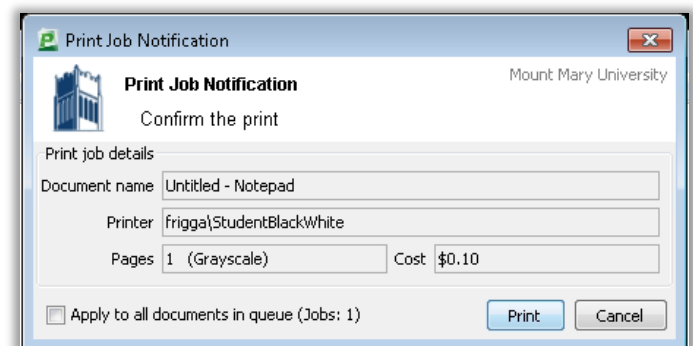
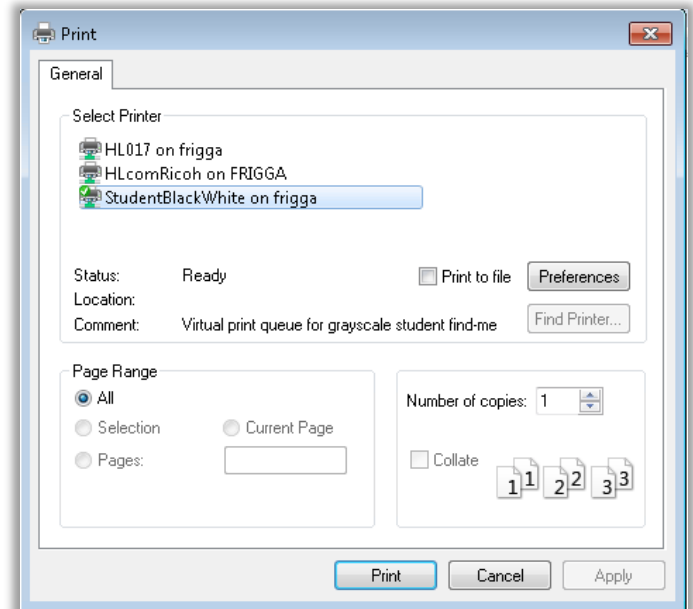


Secure Print

1. 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.



After sending the print job, your 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).
2. At the login screen, enter your Mount Mary network username/password (the same information that you use to log onto the computer).

HL 17 (General Lab)

To release your job(s), enter your network credentials...
Please contact the Helpdesk at x321 if assistance is required.

Username: studqttester
Password: [masked]
OK

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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.

HL 17 (General Lab)

User: studqttester. Your balance: \$50.50 Refresh

Time	User	Printer	Document	Pages	Cost	Action
11:32...	studqttester	StudentBlackWhite	Test Job 1.txt - Notepad	1	\$0.10	Print Cancel
11:30...	studqttester	StudentBlackWhite	Test Job 2.txt - Notepad	1	\$0.10	Print Cancel

Print All Cancel All Done

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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.