Student Quick Start Guide to Printing

Quick "how-to's" for basic functions

START FROM YOUR DESKTOP:

To print using the default settings (black & white, 2-sided), use a keyboard shortcut (CTRL-P) or choose Print from the File menu in your software application. Your print jobs will then be stored on the network and you can print them from any networked printer on campus. Note: If you don't take action to release your print job(s) within 24 hours, your print job(s) will be automatically deleted.

To change the defaults for the following functions*, first select PRINT from your software application's File menu:*

- **Print in color (MFP only)** – Choose **Color_Queue on smcprint** from the drop down menu of available printers.
- **Select stapling feature (MFP only)** –Select **Printer Properties**. Click on **Staple** (**2-sided**) and select the number of **Copies** you want. (**Note:** Your screen may look different than this, depending on whether you are using the default black & white printer or the color printer.)

Select Stapling Feature

- **Change to single-sided printing** - Select **Printer Properties**, click on the **Detailed Settings** tab, choose **Edit** and then change **2-sided** to **Off** from the drop-down menu.

NOW GO TO THE PRINTER!

Note: *If the **Main Power** indicator above the **On** button is not glowing green, the MFP has gone into a hibernation state (Energy Star compliant feature that kicks in if the printer is not used for a certain amount of time).*

If you find the printer is in hibernation, simply swipe your ID card in the card reader or press the touch screen and it will "wake up" the printer.

TO RELEASE YOUR PRINT JOBS

Either swipe your ID card or use the touch screen keyboard (key in your Mikenet username and password) on the printer to log in.

*For the following functions**, use the touch screen pad on the printer itself***: Once you log in to a multifunction printer, you'll see the list of your print jobs in your queue. You'll be able to select which ones to print, and have the option of deleting any unwanted print jobs by using the touch screen to check the box beside the unwanted job, then pressing DELETE. To print, choose **Print All** on the touch screen. **Note:** On a standard printer, any print jobs that are in your print queue will print as soon as you swipe your ID card. Deleting a job is not an option with the standard printer.

Logging out (Multi-function printer (MFP) only) –On the print queue screen, press **Logout** (lower right).

Types of Printers

Multifunction Printers (MFPs). In addition to printing black and white, MFPs also give the functionality of copying and scanning. They include stapling as a finishing option (not a default). Most of these printers are color printers, with the exception of those in the Online area on the main floor of Durick. Color MFPs will have the letter "C" in the model type (on the Ricoh tag attached). On an MFP, you can login with your Mikenet username and password by using the keyboard on the touch screen panel if you forget your ID card.

Special note on Color Printing: Access to color printing is restricted for students. If color printing is a requirement for your course, your instructor will notify IT to authorize access. **Color permissions will be reset each semester.**

Standard Printers. Standard printers print black & white only, and do not have the option to staple. When you swipe your ID card at a standard printer, all of the print jobs in your queue will be printed. You will not have the option to delete a specific job, as you do with the multi-function printers (see below).

High speed printers are found in high volume areas and workgroup printers are found in a small number of office areas. Printers can accommodate Datatel and envelope printing in areas where that function is necessary.

***Tip*:** These printers are ONLY for printing and do not have the multifunctional options of the larger printers. Color print jobs are not be available to print on a standard printer.

***Hint**: If there is a line of people waiting at the MFP after you've sent your print job, consider using a high speed printer in the area instead. Just swipe your ID card to get your print job at any printer.*

Coming Soon – Access from Personal Computers!

We are working with IKON to provide the printer drivers for both Windows and Mac computers so that you can install them on your personal computer. You'll be able to download the drivers from the web and use the College's network printers from your personal computer. Please watch your email for a message from IT Help announcing this new feature.

For those of you currently mapping to a network printer, once we go live with the IKON solution these printer mappings will no longer work. Until then, you may continue to map to these printers.

Support for Network Printing is Provided by IKON

IKON support includes paper supplies, toner replacement and recycling, service (maintenance and repair), and training.

Contact information for IKON support

Phone: 802.654.2727 Email: IKONsupport@smcvt.edu