

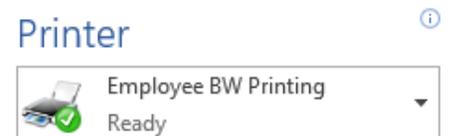
SMART PRINTING

Printing Quickstart Guide for Faculty, Administrators and Staff

Printing and copying using our new Smart Printing Service is convenient, secure, and cost-effective. A highlight of this new service is the ability to print to the “cloud”, meaning you can print a document from your computer, then pick it up at any Smart Printing device on campus by swiping your Loyola ID. This guide provides instructions for printing, copying, scanning and faxing.

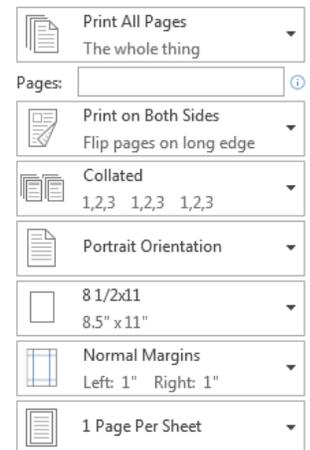
To Print a Document from your Computer:

1. From the application (i.e. Word, Excel, Powerpoint) you are in: Select **File, Print**.
2. Choose **Employee BW Printing** (for black & white) or **Employee Color Printing** (for color) from the Printer drop-down menu.



3. For most documents, it is recommended that you use the default settings. However, you may change the most common print options using the drop-down menus under **Settings**. (For other options, including color, click on **Printer Properties** under the Printer drop-down menu.

Printer Properties



4. Click **Print**.



- o You may see a couple pop-up windows, like “Pharos Checking for Updates” or “No Packages Need Updating,” which is normal. You do not need to click **OK**.

5. To pick up your document, proceed to the **At the Printer** instructions below.

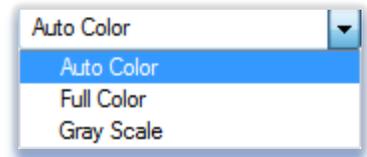
Need Help? Call the Help Center at x5555

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Important Notes:

- Faculty, Administrator and Staff print jobs will be held for 12 hours (2 hours for Students). Be sure to pick up your documents within this timeframe.
- Double-sided printing is the default setting. If necessary, you may change this to one-sided printing under **File, Print, Settings**.
- Departmental budgets will be charged 4 cents per page for Black & White and 12 cents per page for Color.
 - To change the color setting, select **File, Print, Printer Properties, My Tab**. Choose your preference from the **Select Color** drop-down menu.
 - Description of choices and charges:
 - Auto Color – prints in color, but only the pages with color are charged at the color rate
 - Full Color – entire document is charged at the color rate
 - Gray Scale – charged for black & white only



At the Printer

1. Swipe your Loyola ID card through the card reader.
 - * Note: If the previous user did not log out, press the **Access** button 1st
2. You will see a list of all of the print jobs you have submitted. You can choose to print a specific job or all of your jobs:
 - a. To print all of your jobs, select **Print All**.
 - b. To print one job, select the job, then press the **Start** button.
3. **Always log out** by pressing the **Access** button.

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To Copy:

1. Press the **Copy** button.
2. Choose the appropriate copy settings on the screen (i.e. color, paper size, etc.)
3. Press the **Start** button.

To Fax or Scan:

1. Press the **Fax/Scan** button.
2. Press **Direct Input** on the screen menu.

To Fax:

- a. Choose **Fax**.
- b. Input the destination number, then press **OK**.
- c. Press the **Start** button.

To Scan to Email:

- a. Choose **Email**.
- b. Input the destination email address, then press **OK**.
- c. Press the **Start** button.

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