

Printing at UMSL - Mac

Introduction to Printing at UMSL

UMSL has implemented a managed print services program for academic and administrative units located on the main campus. This program is managed by UMSL Printing Services in cooperation with Information Technology Services. This program provides staff with a variety of print options and creates cost certainty for budget managers. Pharos software is being used to capture and manage print charges.

How it Works

Printing is charged per printed page. The cost for color print is significantly more than black and white. Any color content on a page triggers the charge for a color page. The charge is per imprint on a page, so if you are printing in duplex mode, the cost is per side of the page. If one side of a two-sided page has color on it and the other side is black ink only, the charge will be for one color page and one black and white page. If your file has color test or images, but you select to print as black/white, then your document will print with black ink only and charged the black/white cost per page. Supplies and paper are included in the per page charge. The campus will pay Xerox centrally and bill campus departments individually.

Printing Options

Two printing options are available. The device/queue that you select when you print will determine if you are printing directly to a specific device, or if you are sending your print to a queue where it is held until you release it on a secure release enabled device.

Direct Print – With direct printing, you select the device you want to use by choosing the appropriate print queue (i.e. ESH-444-CQ8870). Direct print queue names will be in the format bldg-room-model). You will have to provide your SSO ID and password and choose a MoCode so that the print is charged back to your department correctly.

Secure Release – This printing option uses one print queue, named “Secure Print Queue”. When you choose the Secure Print Queue, your job is stored and does not print until you go to a secure release device, scan your UMSL ID card and release your print job. You can release your print on ANY secure release device on campus. Most Xerox multi-function devices have the secure release functionality. When you release the job, you select your MoCode so that the print is charged back to your department correctly. The secure release option allows you to print files from your mobile device. You can view your queued jobs at the device or through an online application. You can also view your print transactions and cost history with the [device transaction application](#)

Contents (click a link to jump to a specific topic):

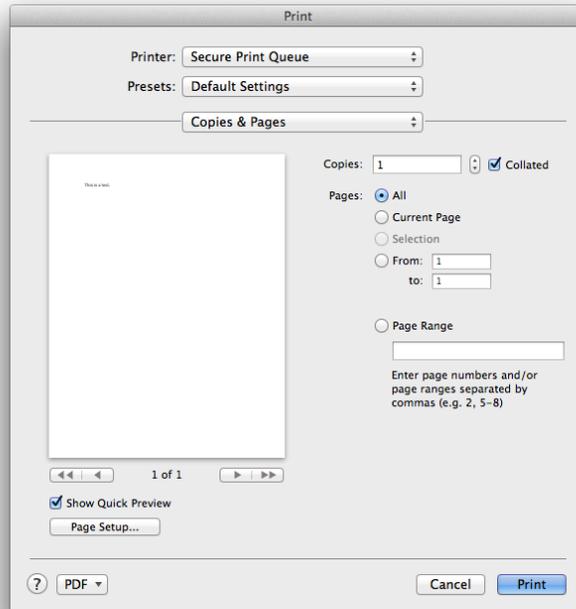
-  [Print to a Secure Release device](#)
-  [Print using Direct Queues](#)
-  [Save MoCode shortcuts](#)

Printing at UMSL - Mac

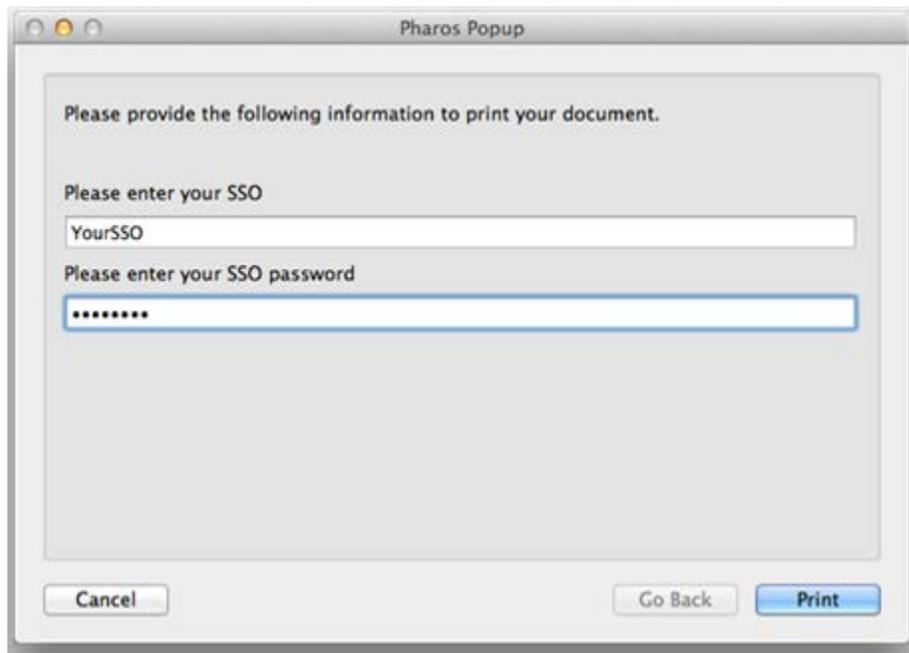
Print using the Secure Print Queue

Once installed, the **Secure Print Queue** will allow you to send print jobs to your own queue, and release those jobs from any print device with UMSL ID swipe card access.

1. Open the document you wish to print and select **Print** from the **File** menu. Select **Secure Print Queue** and click **Print**:

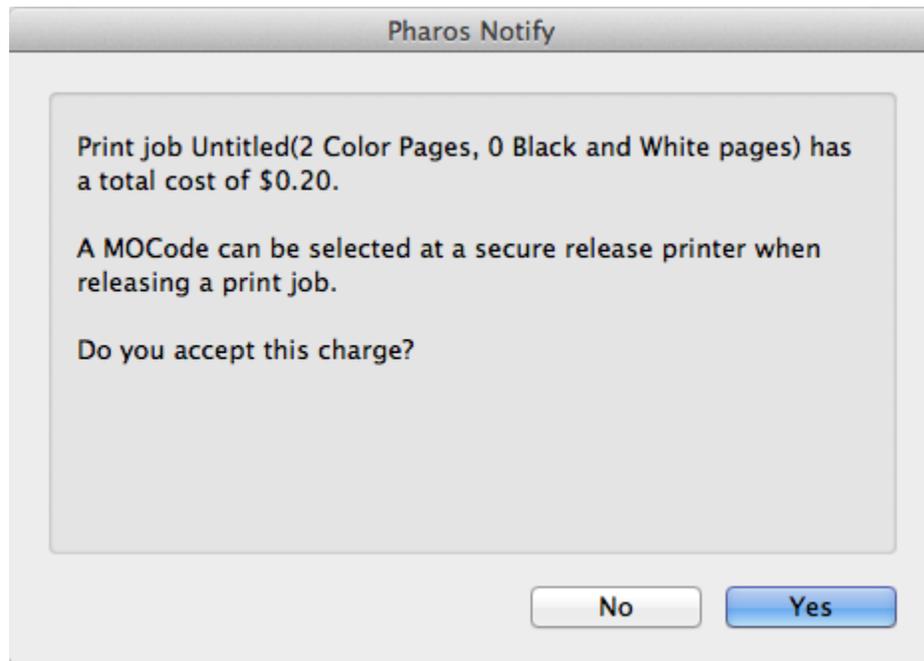


2. In the dialog that appears, enter your **UMSL Single Sign-on (SSO) ID** and password, then click **Print**:



Printing at UMSL - Mac

3. If successful, a message will appear detailing the cost of your print job and ask you to accept the charge. Click the **Yes** button to accept the charges. Or click No to delete the print job.

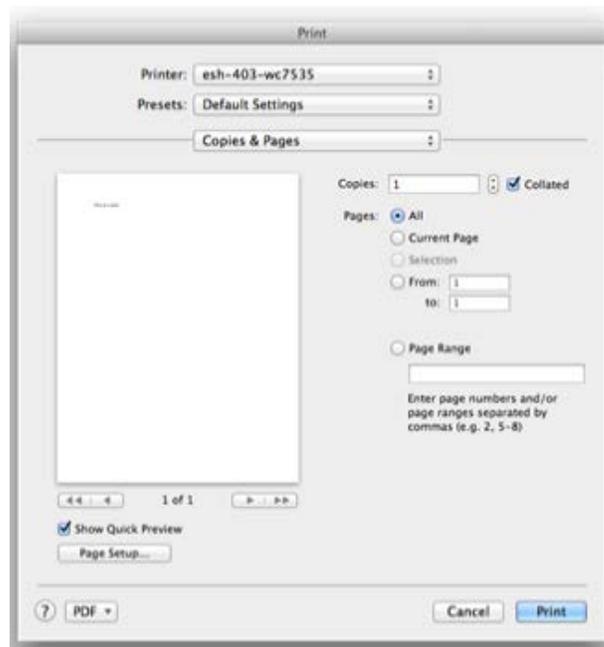


The message will also inform you that you need to specify a MoCode at the printer when you release and print your document.

Print using Direct Queues

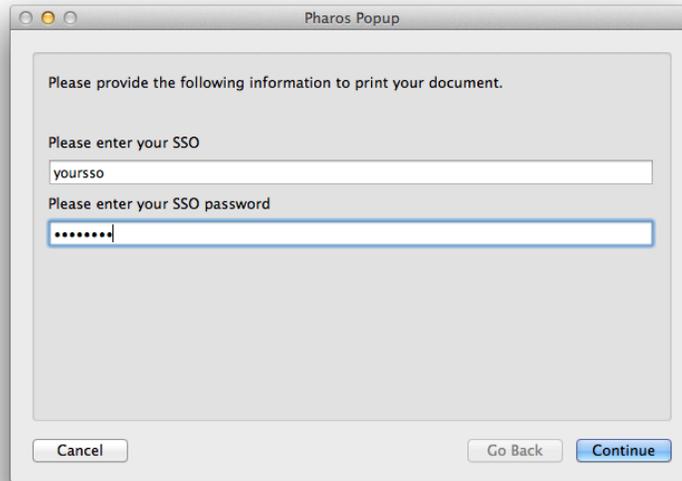
Direct Print Queues allow you to print jobs directly to a chosen print device.

1. Open the document you wish to print and select **Print** from the **File** menu. Choose the printer you wish to print to and click **Print**:



Printing at UMSL - Mac

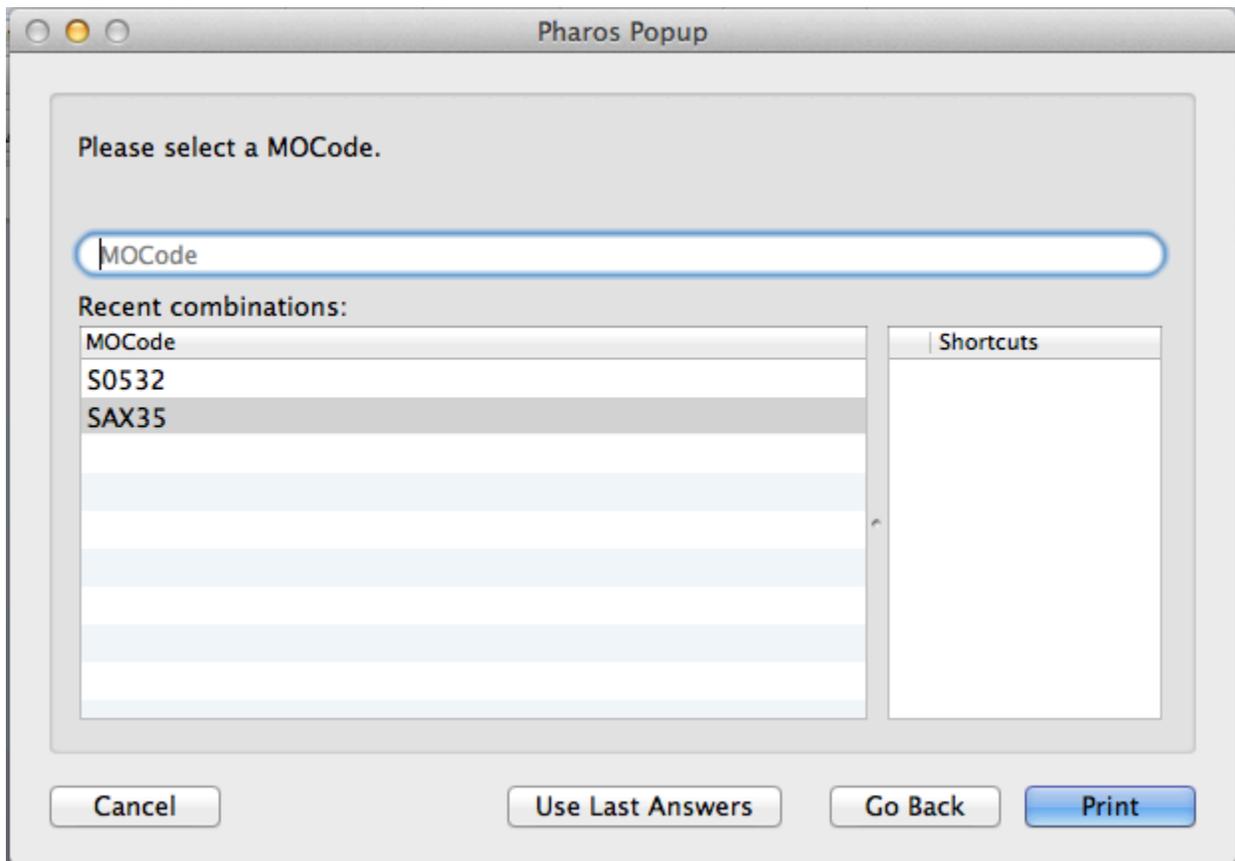
2. As with Secure Queues, you must enter your **UMSL Single Sign-on (SSO) ID** and password, then click **Continue**:



A screenshot of a Mac dialog box titled "Pharos Popup". The dialog contains the following text and fields:

- Text: "Please provide the following information to print your document."
- Text: "Please enter your SSO"
- Text input field containing "yoursso"
- Text: "Please enter your SSO password"
- Text input field containing "*****"
- Buttons: "Cancel", "Go Back", and "Continue"

3. **If you only have one MoCode for print charges, then you *will not* have to select a MoCode. *Skip to step 7.*** If you have multiple MoCodes for printing, then you need to select your MoCode (continue with step 4).
4. A dialog will appear which will allow you to select a **MoCode**:



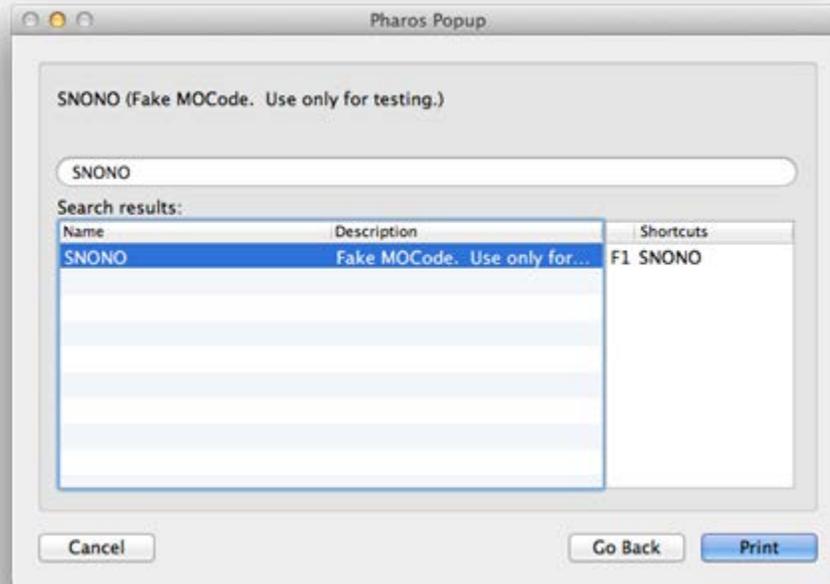
A screenshot of a Mac dialog box titled "Pharos Popup". The dialog contains the following text and fields:

- Text: "Please select a MOCode."
- Text input field containing "MOCode"
- Text: "Recent combinations:"
- Table with two columns: "MOCode" and "Shortcuts".
- Buttons: "Cancel", "Use Last Answers", "Go Back", and "Print"

MOCode	Shortcuts
S0532	
SAX35	

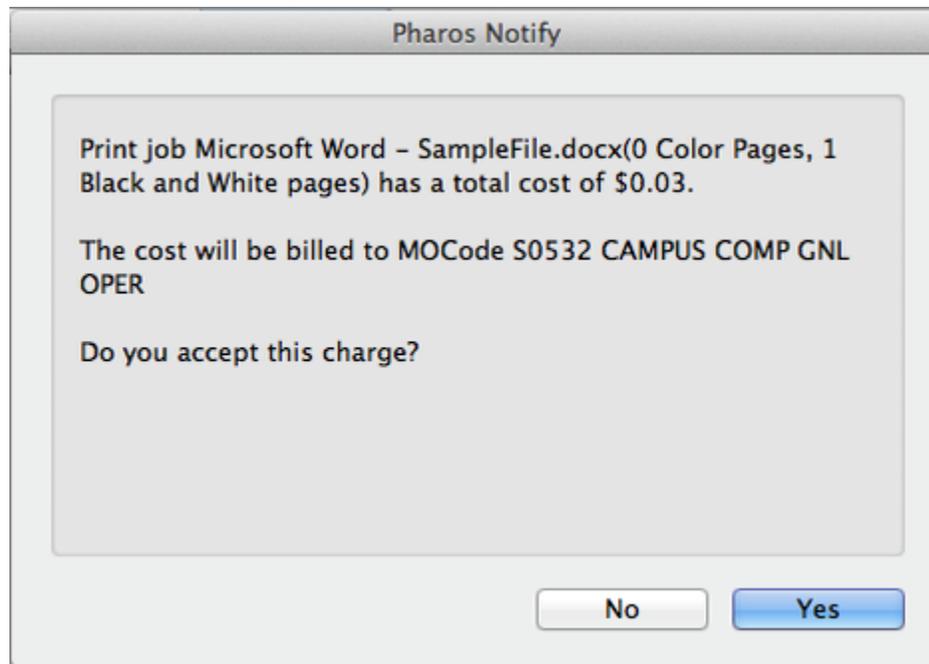
Printing at UMSL - Mac

- For convenience, you can add any **MoCode** to your shortcut list by dragging the relevant search result entry on the left, to the Shortcut list on the right:



Each shortcut will display alongside a function key name. Pressing this function key (**F1** through **F10**) at this dialog next time will choose the corresponding MoCode automatically.

- Click the **Print** button.
- A message will appear detailing the cost of your print job and ask you to accept the charge:



- Click the **Yes** button to accept the charges. Or click No to delete the print job (you are not charged for deleted jobs).
- Once the charge is accepted, the print job will be sent to the printer.