

Printing at UMSL - Windows

Introduction to Printing at UMSL

UMSL has implemented a managed print services program for academic and administrative units located within the UMSL domain. 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 [online application](#).

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

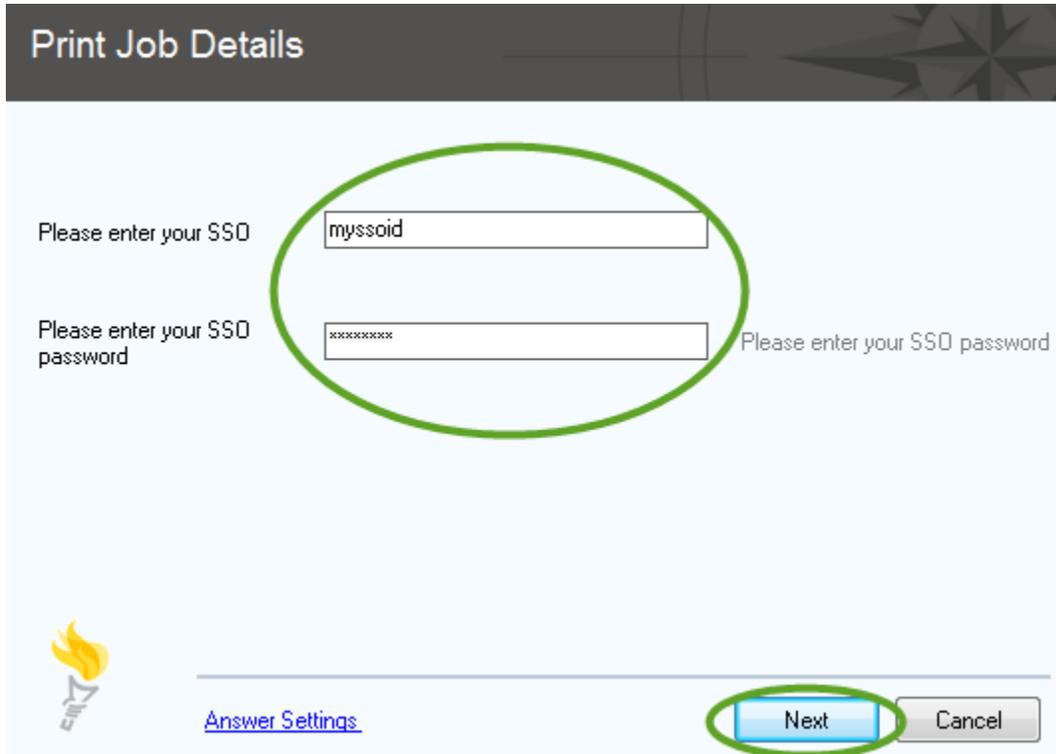
-  [Print to a direct queue](#)
-  [Print to a Secure Release device](#)
-  [Release your print job on a Secure Release device](#)
-  Check a secure release print queue: [From the device](#); [From the online application](#) (select Queued Jobs tab after you login)

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Printing to a Direct Queue

With direct printing, you select the specific device you want to use by choosing the appropriate print queue. You will be prompted to enter your SSO ID, password, and to select a valid MoCode.

1. When you select to print from an application, **choose the appropriate device name** (i.e. ESH-444-CQ8870). Direct printer queue names will be in the format **bldg-room-model**).
2. Change your print options/properties if desired.
3. Click the print icon or option to print from your application.
4. Enter your SSO ID and password in the Print Job Details window and press enter or click .



The image shows a screenshot of the 'Print Job Details' window. The title bar at the top is dark grey with the text 'Print Job Details' in white. Below the title bar, the window has a light blue background. On the left side, there are two labels: 'Please enter your SSO' and 'Please enter your SSO password'. To the right of these labels are two text input fields. The first field contains the text 'myssoid' and the second field contains 'xxxxxxxx'. A green oval highlights both input fields. At the bottom left, there is a small yellow and orange flame icon. To its right is a blue underlined link that says 'Answer Settings'. At the bottom right, there are two buttons: a blue 'Next' button and a grey 'Cancel' button. A green oval highlights the 'Next' button.

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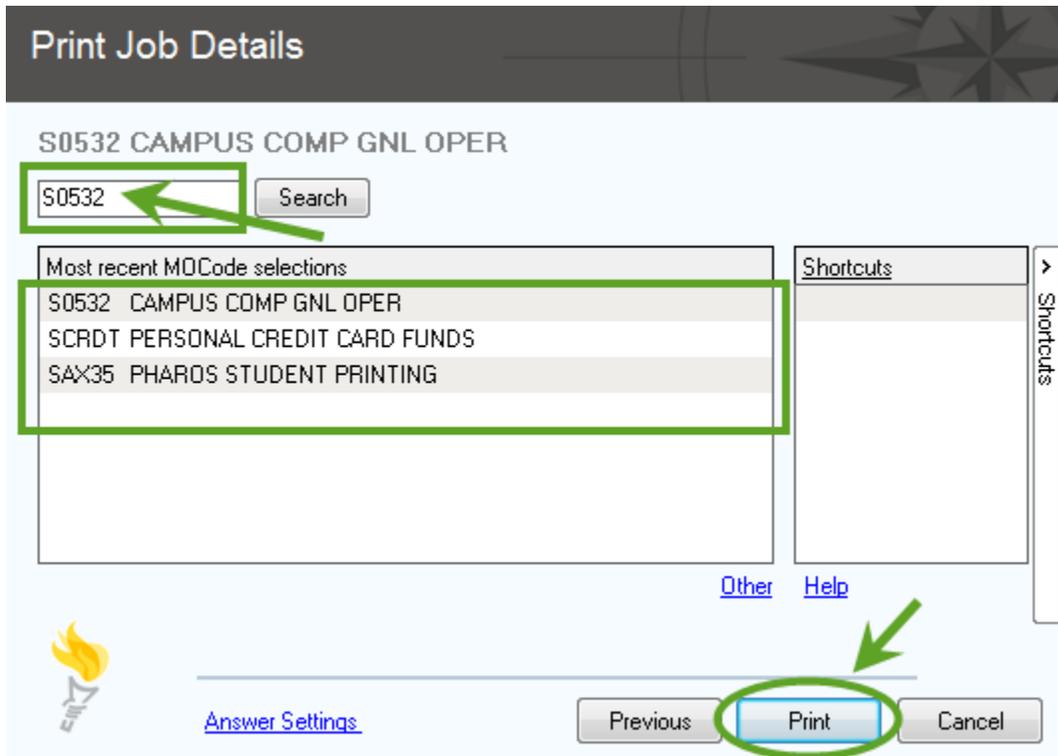
5. If you only have one MoCode for print charges, then you will not have to select a MoCode. *Skip to step 9.* If you have multiple MoCodes for printing, then you need to select your MoCode (continue with step 6).
6. Your most recently used MoCodes will be displayed. If no MoCode appears in the MoCode search box, then select a MoCode from the selections list.

The screenshot shows a 'Print Job Details' window. At the top, there is a dark header with the text 'Print Job Details'. Below the header, the instruction 'Type the MOCode codes' is displayed. A search box labeled 'MOCode' with a 'Search' button is present. Below the search box is a list titled 'Most recent MOCode selections' containing three entries: 'S0532 CAMPUS COMP GNL OPER', 'SCRDT PERSONAL CREDIT CARD FUNDS', and 'SAX35 PHAROS STUDENT PRINTING'. A green arrow points to the first entry in this list. To the right of the list is a 'Shortcuts' panel with a scroll bar. At the bottom of the window, there are links for 'Other' and 'Help', a logo of a hand holding a flame, a link for 'Answer Settings', and three buttons: 'Previous', 'Print', and 'Cancel'.

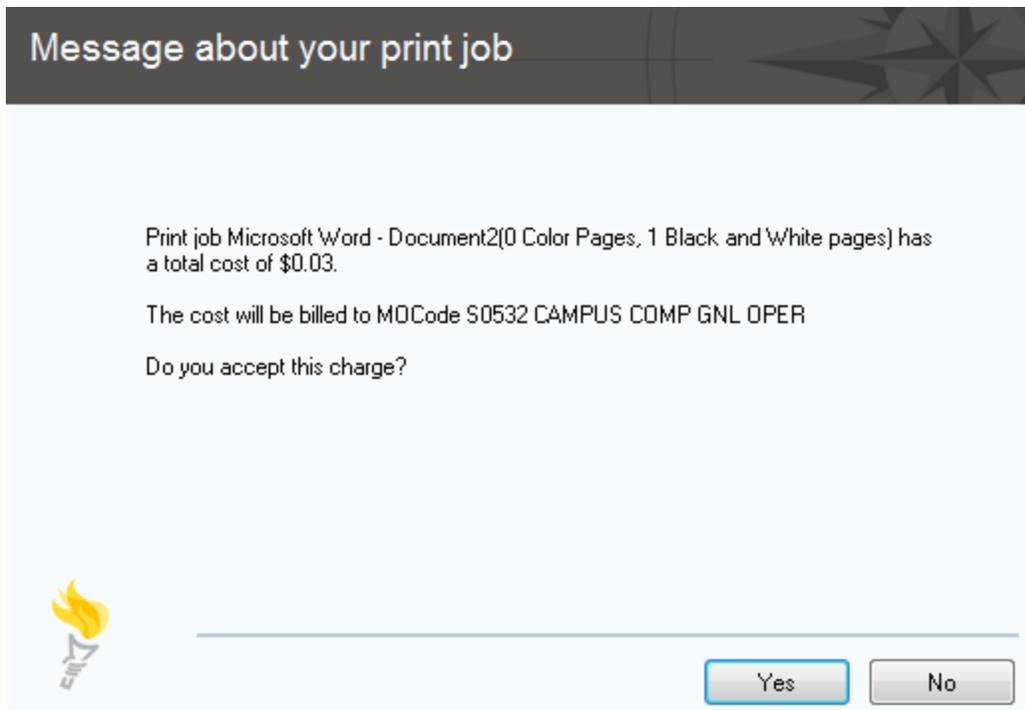
Most recent MOCode selections	Shortcuts
S0532 CAMPUS COMP GNL OPER	
SCRDT PERSONAL CREDIT CARD FUNDS	
SAX35 PHAROS STUDENT PRINTING	

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- The MoCode will appear in the search box and the MoCode name will appear above the box.



- Click .
- A dialog box will appear detailing the name of your file name, the number of color and black and white pages, the cost to print and the MoCode being billed. Click to accept the charge and print your file. Click if you do not want to complete the print process.

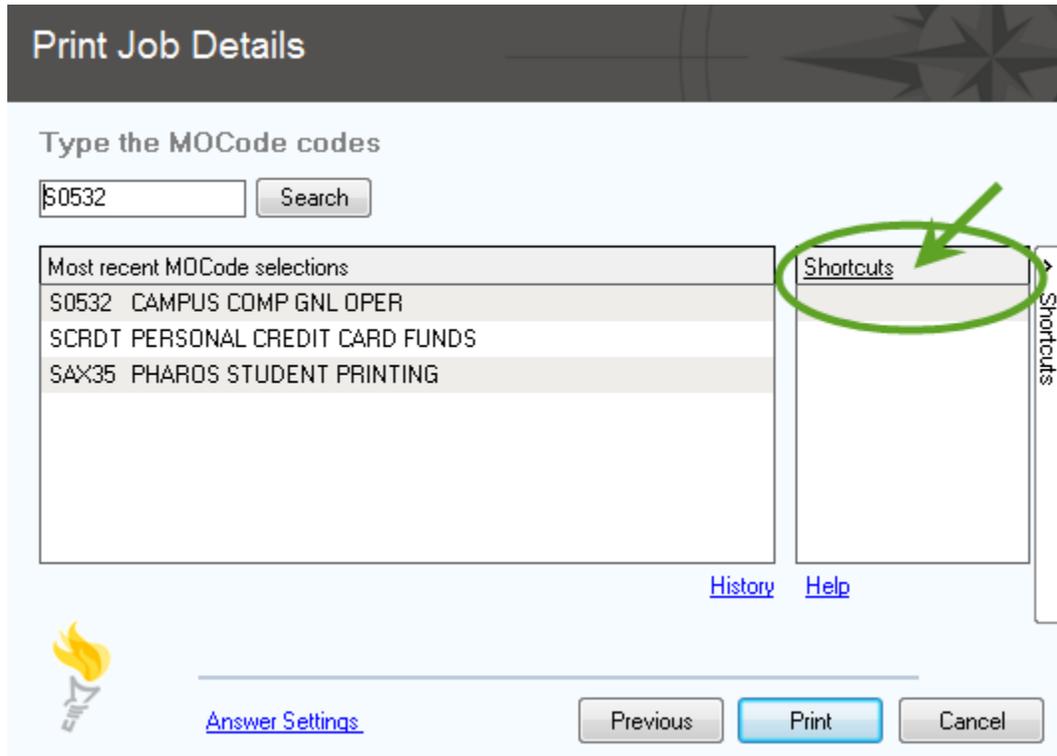


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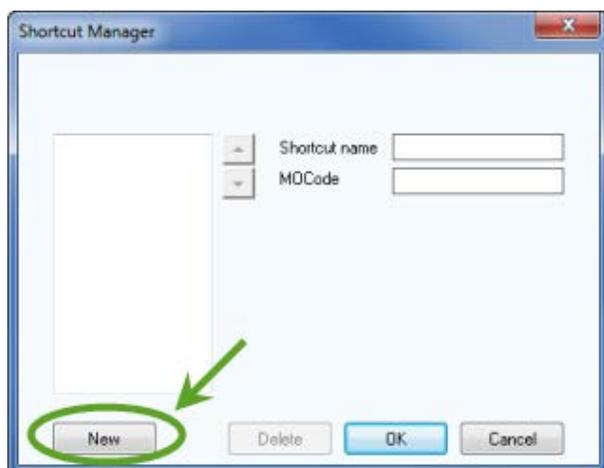
Shortcuts for MoCode Selection

If you have multiple MoCodes for printing, you can associate a short cut key to any or every MoCode associated with your account. You can then use the shortcut key to bypass selecting your MoCode and clicking the print button. To add or edit a shortcut, click the Shortcuts link.

In the Print Job Details window click the **Shortcuts** link.

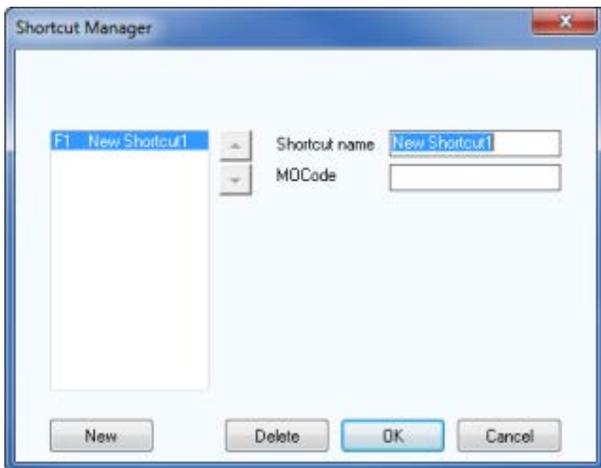


In the Shortcut Manger window, click the **New** button.

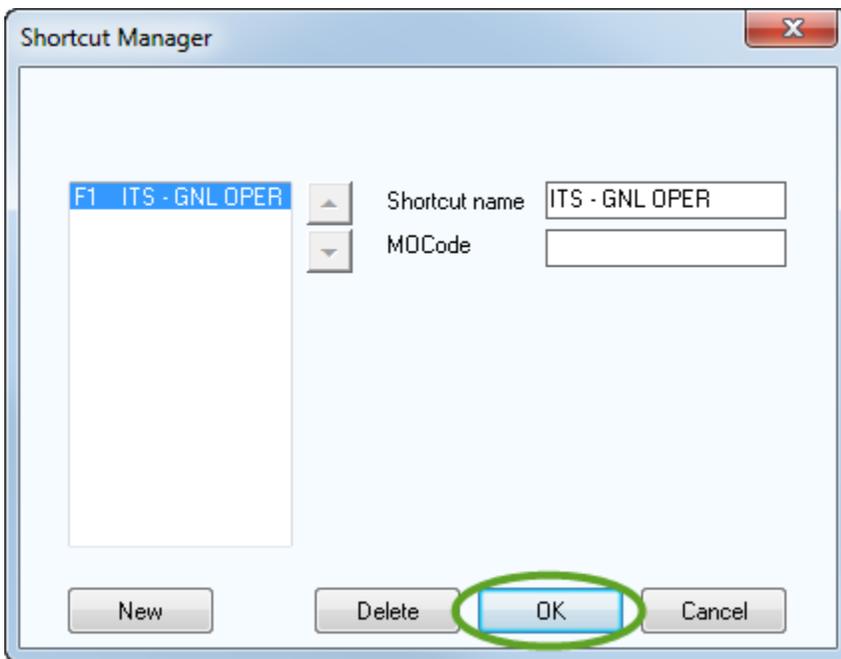


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A new shortcut is created and associated with a function key.



Type a name for your shortcut and enter a MoCode. This MoCode must be one that is associated with your account. Click .



Press the shortcut key (in the example below it is **F1**) to select your MoCode. The shortcuts stay defined and will not be cleared when you logoff from or reboot your computer. Anytime you are prompted to enter the MoCode, you can press the appropriate shortcut key on your keyboard instead.

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Print Job Details

Type the MOCODE codes

Most recent MOCODE selections	Shortcuts
S0532 CAMPUS COMP GNL OPER	F1 ITS - GNL OPER
SCRDT PERSONAL CREDIT CARD FUNDS	
SAX35 PHAROS STUDENT PRINTING	

[History](#) [Help](#)



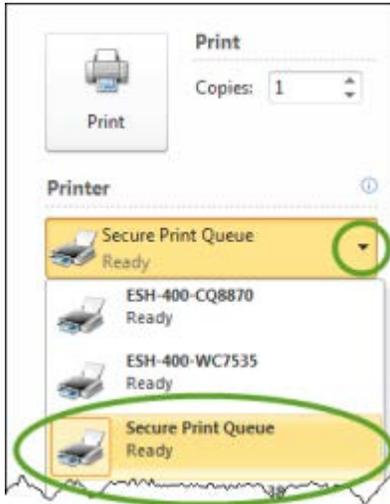
[Answer Settings](#)

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Printing to a Secure Release Queue

When you print to a Secure Release queue you can release your print job from any secure enabled multi-function device using your UMSL ID card. Secure Release gives you the ability to print from your mobile device as well. Your print job is stored in a secure queue for 24 hours, or until you release it.

1. When you select to print from an application, for a printer choose **Secure Print Queue**.



Example shows choosing "Secure Print Queue" as the printer from a Microsoft Office application.

2. Change your print options/properties if desired.
3. Click the print icon or option to print from your application.
4. Enter your SSO ID and password in the Print Job Details window that appears and press enter or click



Print Job Details

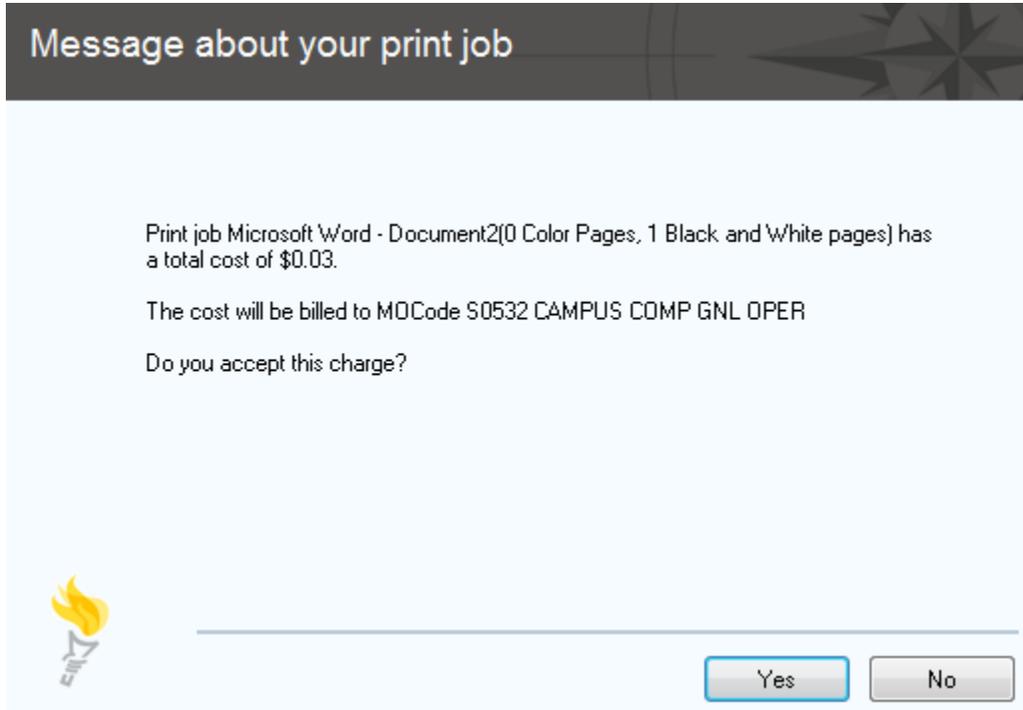
Please enter your SSO

Please enter your SSO password Please enter your SSO password

[Answer Settings](#)

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5. A dialog box will appear detailing the file name, the number of color and black and white pages, the cost to print and the MoCode being billed. Click to accept the charge and send your file to the secure print queue. *You will need to select a MoCode at the device panel when you print your job.* Click if you do not want to complete the print process.



6. **To release your print job** from the secure queue, go to a device that is setup for secure release printing. Most of the Xerox multi-function devices have the secure release feature enabled. The device will have a card reader. Start by scanning your UMSL ID card through the card reader at the device then skip to step 8. **If you don't have your ID card, you can skip to step 7 and use the Alternate Login feature.**



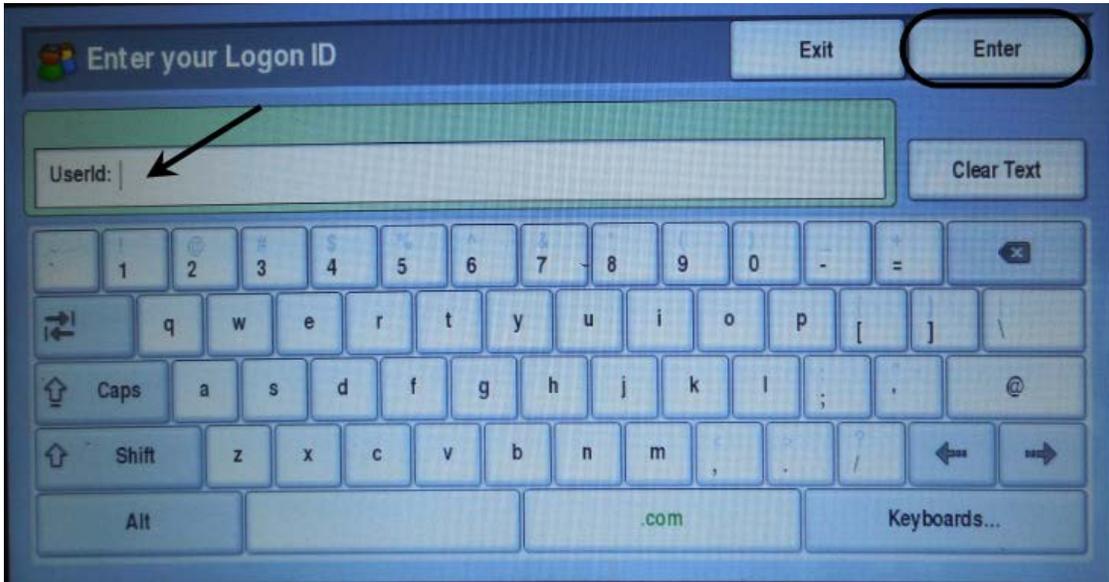
Scan your ID card and skip to step 8.

If you don't have your ID card, skip to step 7.

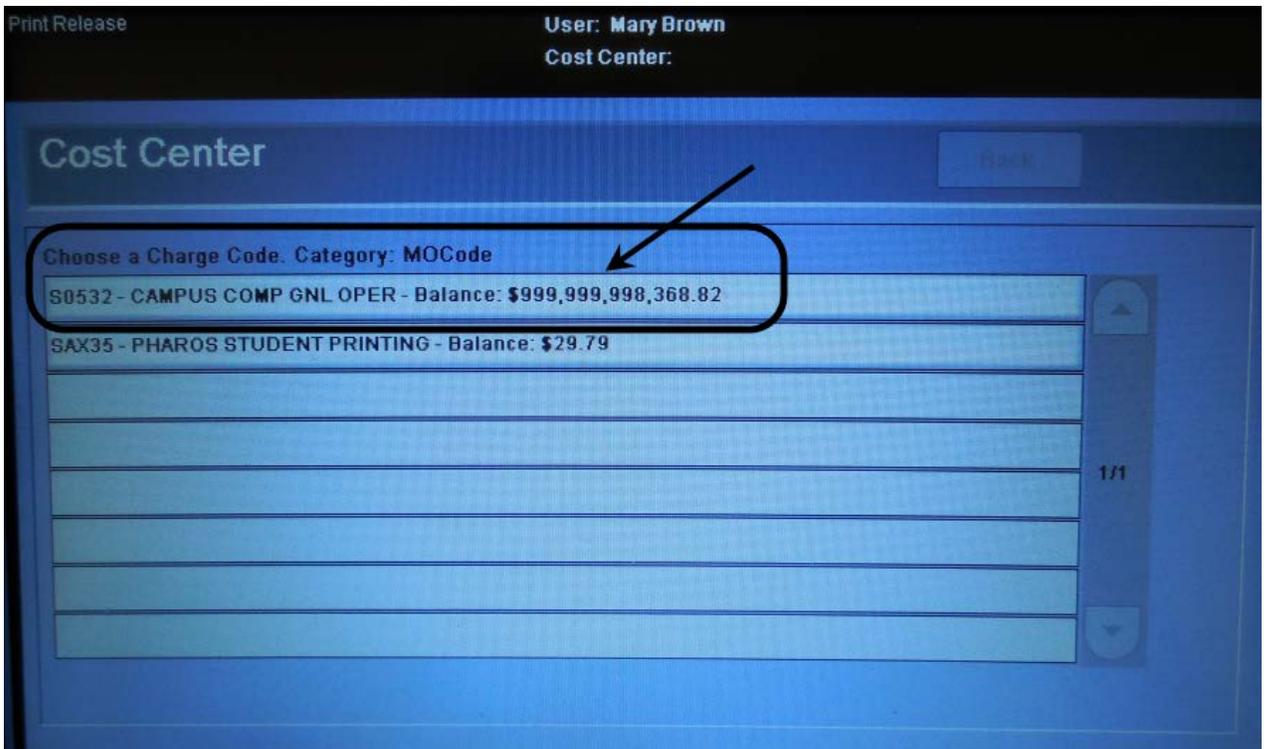
7. If you don't have your ID card handy, you can use the Alternate Login feature.
- If the display panel is blank, press the physical green Start button (or the physical Energy Saver button on some models) to wake up the device. Press the **Alternate Login** or **Keyboard Access** icon in the upper right corner of the device display panel.
 - Enter your **Userid** (SSO ID) and press Enter (top right of panel).

NOTE: For the Shift function do not hold down on the shift button. Tap the shift button once and type your letter or character.

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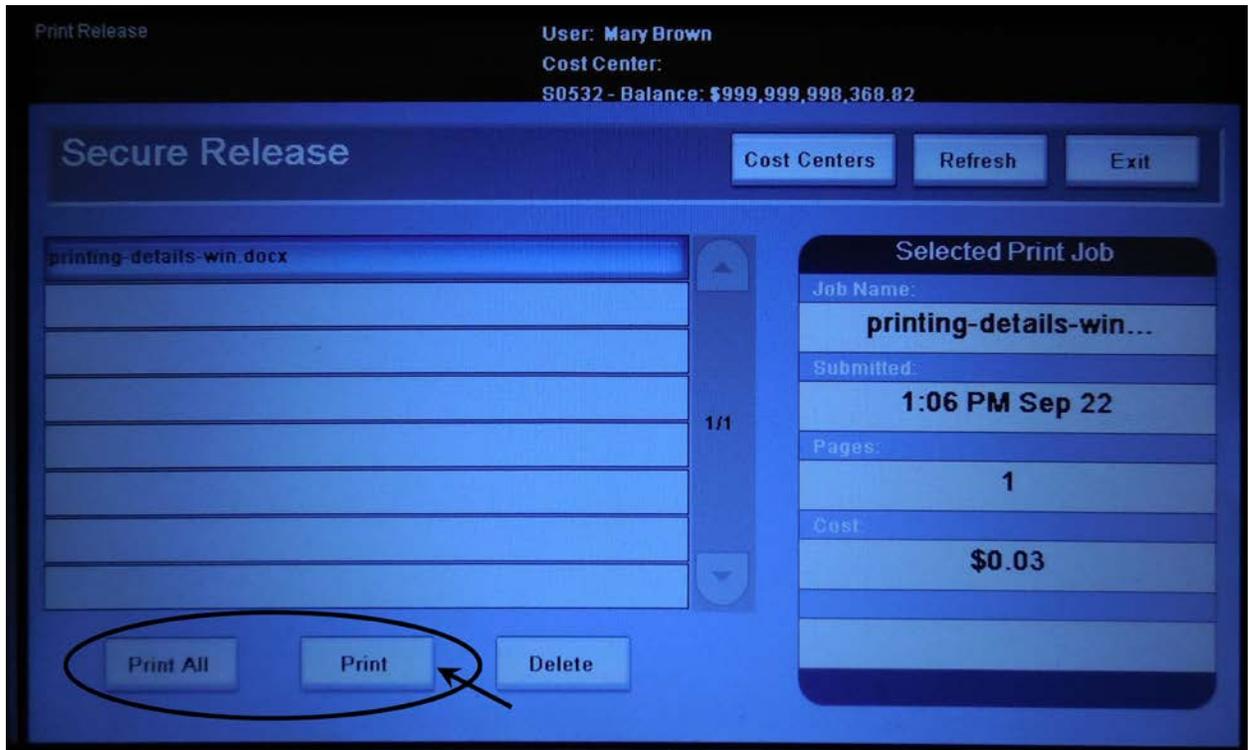


- c. Enter your **Password** and hit enter.
8. Please note: *If the auto sensors detect paper in the input tray, or on the glass, your experience at the control panel may differ from below.* After you scan your card (or use the alternate login), the device will wake up. If you only have one MoCode for print charges, then you will not receive the Cost Center panel (skip to step 9). If you have more than one MoCode for print charges, then the Cost Center screen displays the MoCode choices associated with your account. **Select a MoCode.**



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9. You will see your print jobs on the **Secure Release** screen. Select a job to display its details on the right. If you have more than one job in the queue, you can press Print All to release all jobs. To just print one job, select the job and press print. If you only have one job in the queue you do not need to select the job, just press Print All.



10. When you are finished at the device, log out of the device by pressing the **Log in/Out** button. The button may not be labeled log in/out, and instead have a key icon on it.



11. The device panel will display a message confirming your logout intent. Press **Logout** on the panel.

