

Choosing a Printer

When printing in the fashion labs, you need to select the correct printer based on whether you need to print in color or black and white, and the type of document you are printing. Note that not all of the printers listed below may be available by default for your account. If you need to use a printer not available on the computer, it can be added by following the directions in **Adding a Printer**.

I need to print...	Use the printer...	Release the job...
A color document for class that is not an Office document	DesignClassroomColor	At the release station in the classroom
A black and white document that I need to release right away in the classroom	StudentSecurePrint	At the release station in the classroom
A black and white document that I want to release later at a copier	EmployeeSecurePrint	At the copier

Releasing a Print Job in the Classroom

Documents printed to the **DesignClassroomColor** and **StudentSecurePrint** printers are held for release. In order to physically print the document, you will need to sign in to the release station in the classroom, and print the document.

There is one print release station located at the front of the classroom. It will automatically print your job to the correct printer, based on your choice of printer when you printed the document.

To release a print job in the classroom:

1. Sign in to the release station by either:
 - a. Swiping your ID card through the card reader **OR**
 - b. Entering your username and password (the same used to sign in to campus computers)
2. Click **Print** next to the document(s) you want to release **OR** click the **Print All** button to release all queued documents.
3. Click the **Log out** button, or wait for the release station to automatically log you out.

Releasing a Print Job on a Copier

If you printed to the **EmployeeSecurePrint** printer, your print job will be held for release at one of the campus copiers. Directions on releasing the document can be found on the quick reference sheets attached to the copiers.

Adding a Printer

If the printer you need to print to is not available on the computer, you can add it by following the steps below.

1. Click on the **Start Menu**.
2. Click **Devices and Printers**.
3. Click the **Add a printer** button in the toolbar.
4. Click **Add a network, wireless or Bluetooth printer**.
5. If the list of printers is displayed, and the printer you want to add is in the list, select the correct printer, and click **Next** until you reach the end of the wizard, and skip the remain steps. If the list of printers is displayed, but the correct printer is not in the list, click **The printer I want isn't listed**.
6. Select **Find a printer in the directory, based on location or feature**, and click **Next**.
7. Enter (a part of) the name of the printer you want to add in the **Name** field, and click **Find Now**.
8. Select the correct printer from the **Search results** list, and click **OK**. Click **Next** until you reach the end of the wizard.
9. The printer will now be available to select. You may need to close any open print dialogs, and print the document again for the printer to be visible.

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.