

Secure Print

Secure Print sends a print job to the Secure Print Queue where it can be released from any MFP Printer. SecurePrint from personal devices will only work on campus, use **Web Print** instead. For managed computers, please connect to the VPN.



Thicker paper types, such as labels and card stock should be run through the **Bypass Tray**. Print jobs are held in the print queue for 96 hours.

Steps

1. On an SPU-owned computer, open the document you would like to print and click **File -> Print**.
2. In the print dialog box, select the **SecurePrint** printer.

Print

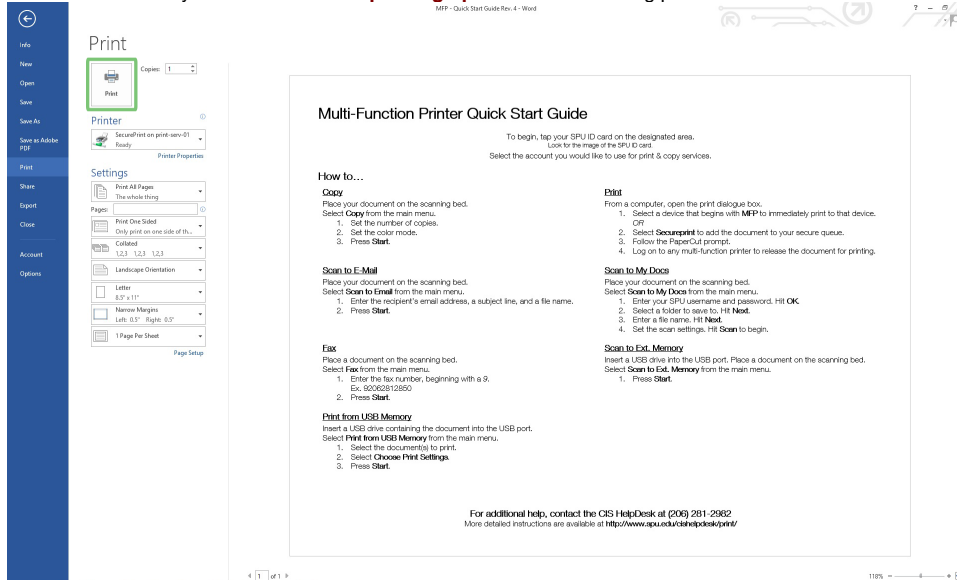
Copies: 1

Print

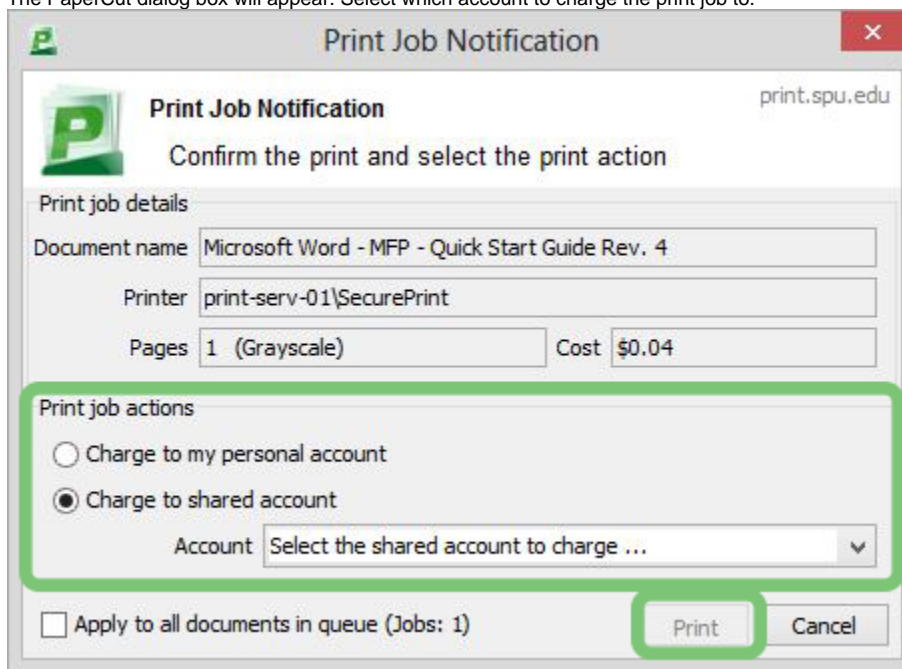
Printer

- SecurePrint on print-serv-01
Ready
- CIS - Laserjet P2015 (ptr-cis-micro.spu.edu) on PRINT-SERV-00
Ready
- MFP-CIS on print-serv-01
Status Unavailable
- MFP-CIS-FAX on print-serv-01
Ready
- MFP-HelpDesk on print-serv-01
Status Unavailable
- SecurePrint on print-serv-01
Ready
- Adobe PDF
Ready

3. Click **Print**. You may also set **advanced printing options** before clicking print.



4. The PaperCut dialog box will appear. Select which account to charge the print job to.

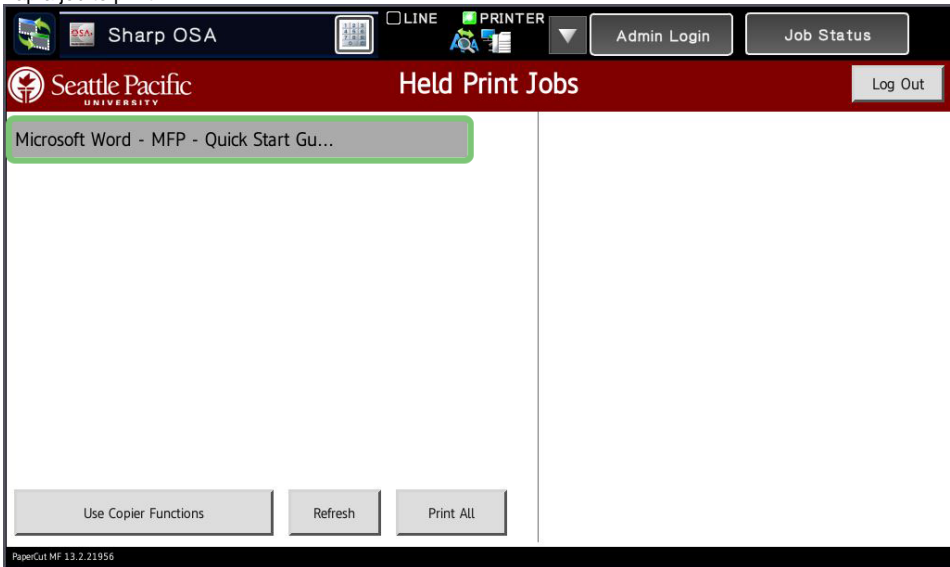


5. Click **Print** to continue. Your print job will not print until you go to an MFP and release the job.

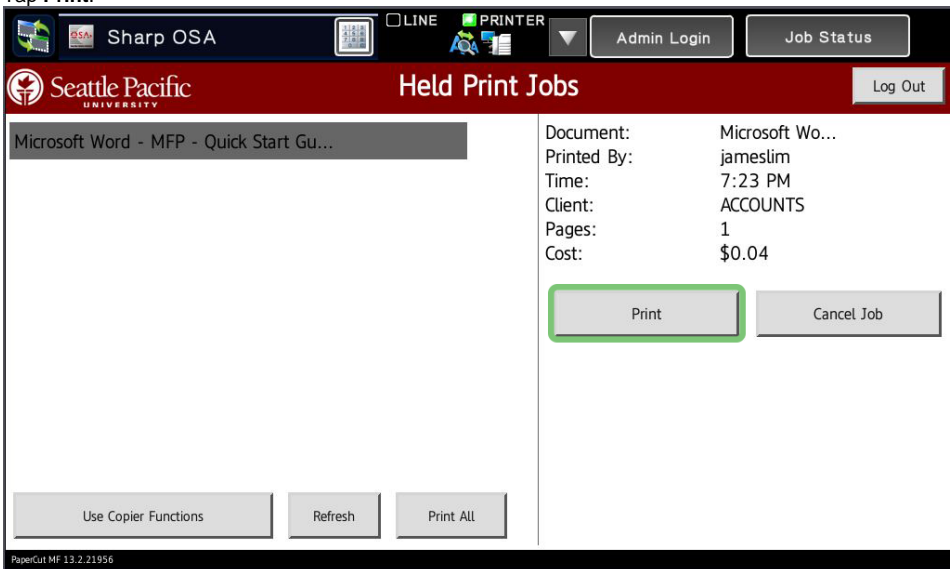
The print job is tied to your account and cannot be printed by anyone else. To print the document:

1. Go to any MFP on campus and log in by scanning your SPU ID card. Upon login, you will be presented with your SecurePrint queue.

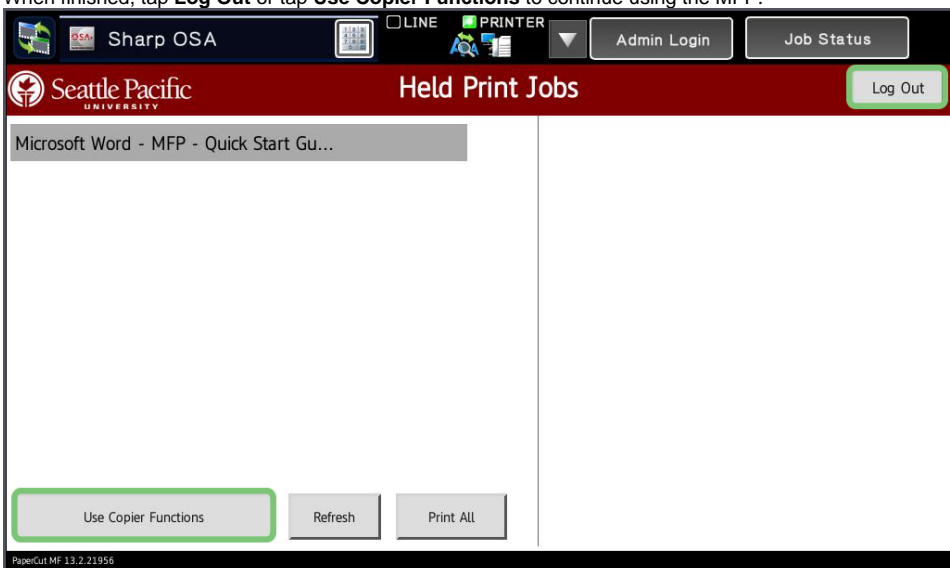
2. Tap a job to print.



3. Tap Print.



4. When finished, tap Log Out or tap Use Copier Functions to continue using the MFP.



Related articles

- [PaperCut for Windows](#)
- [PaperCut for Mac](#)
- [INTERLINK Student Printing](#)
- [MFP Functions](#)
- [Student Printing](#)