


Direct Print

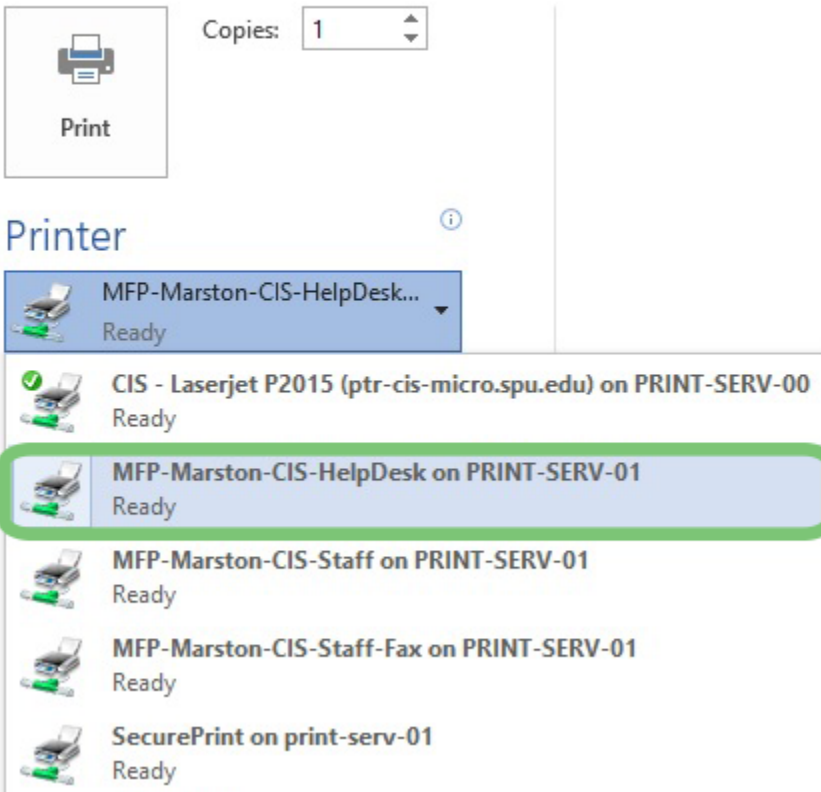
Direct Print sends a print job directly to the specific printer. Printers are available to Faculty and Staff based on your department.

 Thicker paper types, such as labels and card stock should be run through the **Bypass Tray**.

Steps

1. On an SPU-owned computer, open the document you would like to print and then click **File -> Print**.
2. In the print dialogue box, select a printer that begins with **MFP**.

Print

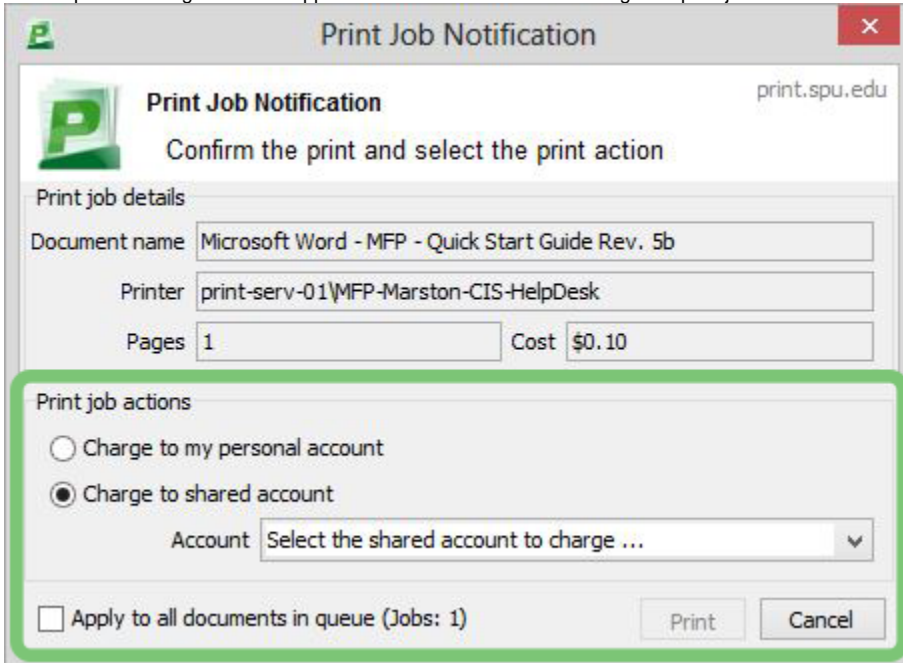


The screenshot shows the Windows Print dialog box. At the top left is a printer icon and the word "Print". To the right is a "Copies:" field with a dropdown menu set to "1". Below this is a "Printer" section with a list of available printers. The first printer is "MFP-Marston-CIS-HelpDesk..." with a dropdown arrow and "Ready" status. The second printer is "CIS - Laserjet P2015 (ptr-cis-micro.spu.edu) on PRINT-SERV-00" with a green checkmark icon and "Ready" status. The third printer is "MFP-Marston-CIS-HelpDesk on PRINT-SERV-01" with a green checkmark icon and "Ready" status; this entry is highlighted with a blue background and a green border. Below it are "MFP-Marston-CIS-Staff on PRINT-SERV-01" (Ready), "MFP-Marston-CIS-Staff-Fax on PRINT-SERV-01" (Ready), and "SecurePrint on print-serv-01" (Ready).

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



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



5. Click **Print** to send the job to the printer. Your job will immediately print at the selected multi-function printer.

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