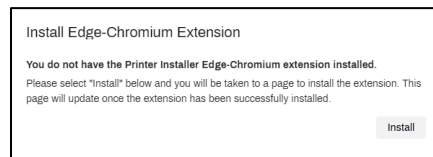
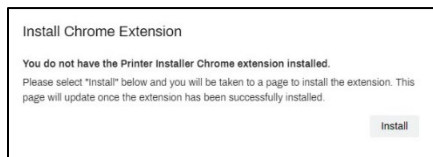


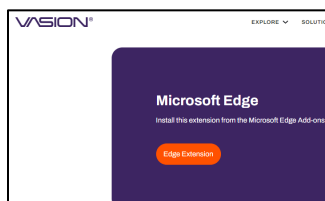
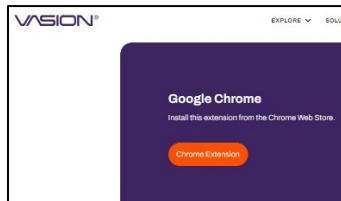
Student Printer queue installation and ID Badge registration

****For a more seamless installation process, it is recommended to use Google Chrome or Microsoft Edge browser****

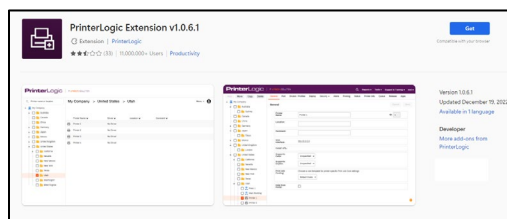
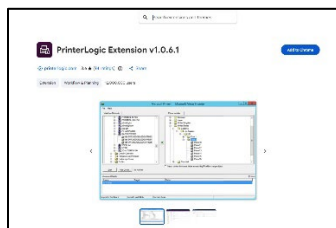
1. In Google Chrome browser, go to: <https://capitaluniversity.printercloud.com>
2. You will be prompted to install the Printer Installer extension. Select “Install”



3. Another browser tab will open to the PrinterLogic Extension Installation page. Select the **Chrome or Microsoft Edge Extension**”.

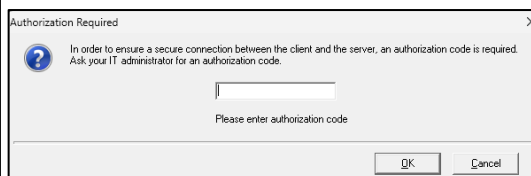
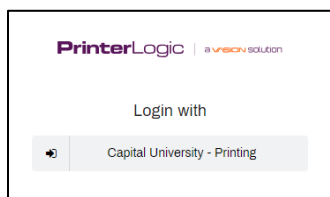


4. Add/Install the PrinterLogic Extension



5. Once installed, go back to the <https://capitaluniversity.printercloud.com> page and refresh the page. Select “**Capital University – Printing**” and enter the following Authorization code:

h3f210xp



ITS Helpdesk

Capital University (Bexley, Trinity, Law School)

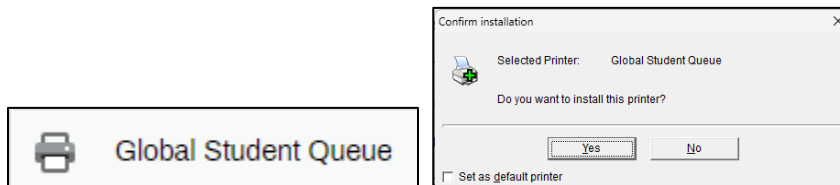
614-236-6508

helpdesk@capital.edu

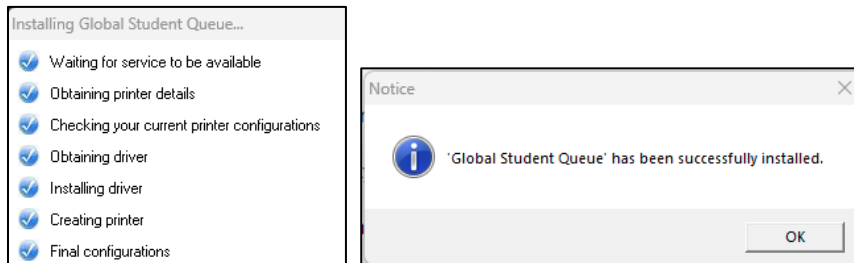
<https://capital.topdesk.com/>

Student Printer queue installation and ID Badge registration

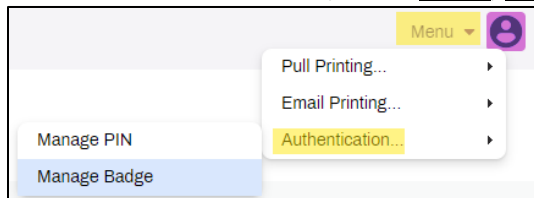
6. Login with your capital email address, password and authenticate.
7. Once successfully signed in, select the “**Global Student Queue**” and confirm printer installation.



8. Printer queue will begin to install. A confirmation window will appear when completed.
 - a. You may get a message pop-up that an installation error occurred, and Microsoft Edge will need to be closed. You can ignore that message and select **OK**.



9. At the Vasion Print website, select **Menu, Authentication, Manage Badge**



10. Enter your **5-digit** ID badge number, located **on the back of your capital ID badge under the magstripe** (see examples below). Press **Save**. This will associate your Capital ID badge to your Vasion printing account in order to be able to tap your ID Badge at the printer card reader & sign in to the student printer and release print jobs.

a. ***If your 5-digit badge # starts with a zero "0", only enter the last 4-digits after zero***



ITS Helpdesk

Capital University (Bexley, Trinity, Law School)

614-236-6508

helpdesk@capital.edu

<https://capital.topdesk.com/>