

How to Send/Release Print Jobs from student printers

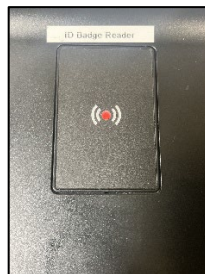
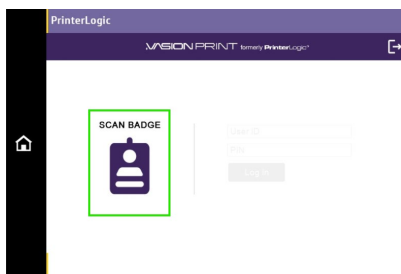
Once you have successfully added the “Global Student Queue” printer queue on your laptop (using the steps on the previous installation instructions), **and** adding your ID badge to the Vasion printer portal site, you can send your print jobs to the printer queue from your laptop and release from the designated student printers.

1. Once you have sent your print job to the Global Student Queue, go to any designated Black & White and/or Color student MFP located on campus:
 - a. **Bexley:** Blackmore Library, Student Union, 1st floor residence halls student printer locations
 - b. **Trinity:** Designated student printer locations
 - c. **Law School:** Annex computer lab and 4th floor library circulation desk

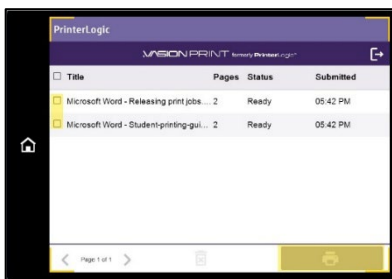
2. Select the “**PrinterLogic**” app on the printer screen



3. At the Scan Badge screen, tap your Capital ID Badge over the card reader, located to the left of the touchscreen panel at the printer.



4. Your badge will authenticate successfully and display your held job in your print queue, where you can select your print job(s) and select the Print button. After a few seconds, your print job will be released and begin printing.



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