

STUDENT Quick Guide

Need help? Send text or email to [ithelp@catawba.edu](mailto:ithelp@catawba.edu) or call the IT Help Desk at 704-637-4666

Access your Secure Print queue and release print jobs by any of these three methods: ID card login (below), cardless login (see page 4), or webpage print release (see page 5).

ID card login

1 Swipe your **Catawba ID card** (front or back) across the card reader panel on the Canon copier.

If you lose or break your **Catawba ID card**, you may obtain a replacement card from Student Affairs

If you are unable to use your ID card to login, see page 4 for cardless login steps, or page 5 for webpage print release steps

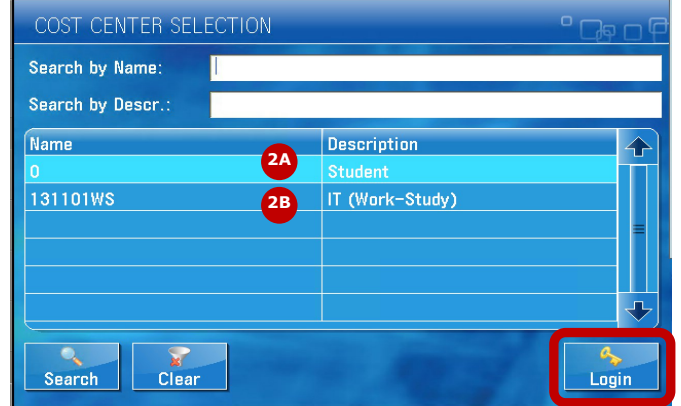


2 If you are a **work study student**, you will see a **Cost Center** screen with list of areas to which your copier work will be charged.

2A For your **personal print jobs**: tap and select the **Student** cost center line, then tap **Login**

2B For your **Work Study print jobs**: tap and select the appropriate **Work-Study** cost center, then tap **Login**

After you select a **Cost Center** and click **Login**, you will see the **Main Menu** display screen for **Copy**, **Scan**, and **Secure Print**, as shown in step 3 below.



3 If you are **NOT a work study student**, swiping your card will immediately take you to the **Main Menu** display screen, where you will see options for **Copy**, **Scan**, and **Secure Print**.

Although you may see a **Fax icon** on the screen, students will not have the ability to fax from these machines.

**Copiers automatically Log Out after 120 seconds (2 minutes) of no activity.** Keep the screen active by touching it or making a choice from on-screen selections.



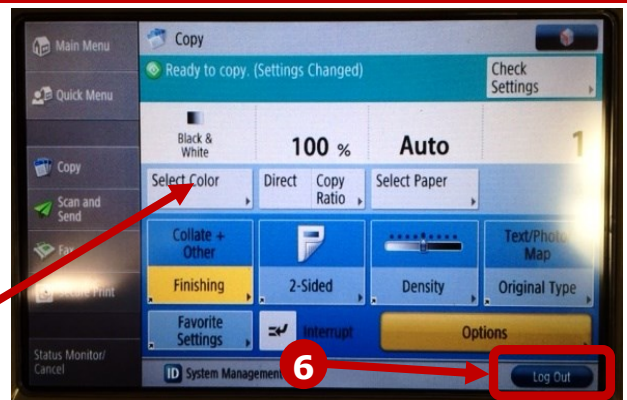
Copy

4 Place original in the feeder on top (face up) or lift the top and place it on the glass (face down), then press **Copy** on the display screen.

5 For simple black and white copies, press number buttons for desired quantity, then press **Start** button on copier keypad.

6 Retrieve your original and your copies from the machine, then press **Log Out** (lower right corner of screen display).

Note that all copiers are by default set to **Black** for copies; if you want color copies, you'll need to choose **Select Color** on the main **Copy** screen, choose **Auto (Color/B&W)**, press **OK**, then enter number of copies and press the **Start** button. You may also change other options, such as **2-sided**, etc.



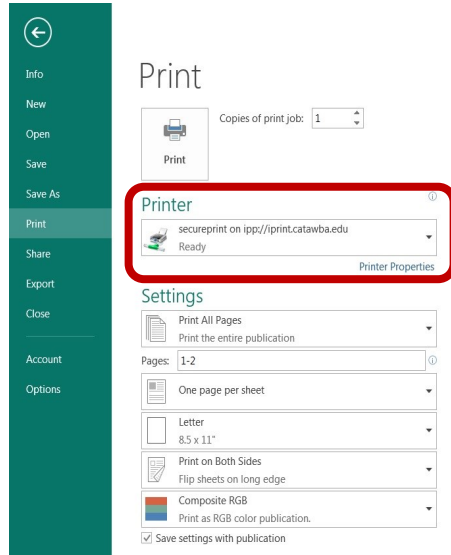
Please be aware that copies count against your print quota. In addition, if you choose color, those copies count double value against your quota... if you choose color and 2-sided, those copies count quadruple value against your quota.

## Secure Print

You may print from any college computer to any Canon copier on campus, and you may also print from your personal computer or mobile device to any Canon copier on campus. In addition, or you may print from a flash/thumb/jump drive.

### From a college computer

**7A** Click **File, Print**, make any desired changes to **Settings**, choose **secureprint** for the **Printer** option, enter number for **Copies of print job**, then click the **Print** button. You will likely see a small “Printing” pop-up window, and a “Novell iPrint Client” pop-up on the screen.



### From your personal computer or mobile device

**7B** First login to your **Catawba email**. Send an email message to [print@catawba.edu](mailto:print@catawba.edu) and attach the file(s) or document(s) you wish to print.

Very quickly, you should receive a message noting that your print job will be released within 1-2 minutes. If your email did not have an attachment, resubmit, making sure to include your file(s) or document(s) as attachment(s); all email submissions must have an attachment in order to use the email-to-print feature.

**Note: If you send your print job as an attachment from any email address other than your Catawba email, you will receive a “Please email from your @catawba.edu email address in order to use the email-to-print feature” reply. If you receive a “Problem in printing attachment(s)” message, you should resubmit the file in a different format.**

- File types that you can easily send to Secure Print include most Microsoft Office files, including Word documents, PowerPoint presentations or slides, Excel spreadsheets, as well as any PDF files, JPG and PNG images. If you’re not sure if a file will print, save it in PDF format (in most programs, go to **File, Save As**, select PDF on **Save as type** drop-down box underneath **File name** box), and attach the PDF to your email.
- To send a webpage to Secure Print, save the webpage as a PDF or in Webpage, HTML only (\*.htm,\*.html) format first.
- You will not be able to send OpenOffice files to Secure Print—IT recommends that you download Microsoft Office FREE via your Catawba email.

**8** To release your print job, go to any Canon copier on campus and login by swiping your **Catawba ID card** on the card reader, then press **Secure Print** on the display screen.

**9** You will see a list of all files you sent to the print server, with total price of printing the file\*, file name, format, number of pages, and copies.

**10** At bottom of the screen are options for printing and managing the files. Choices are **Select All, Print All, Print+Keep, Print+Delete, Delete, Options**, and **Cost Centers**; all are self-explanatory, with these exceptions:

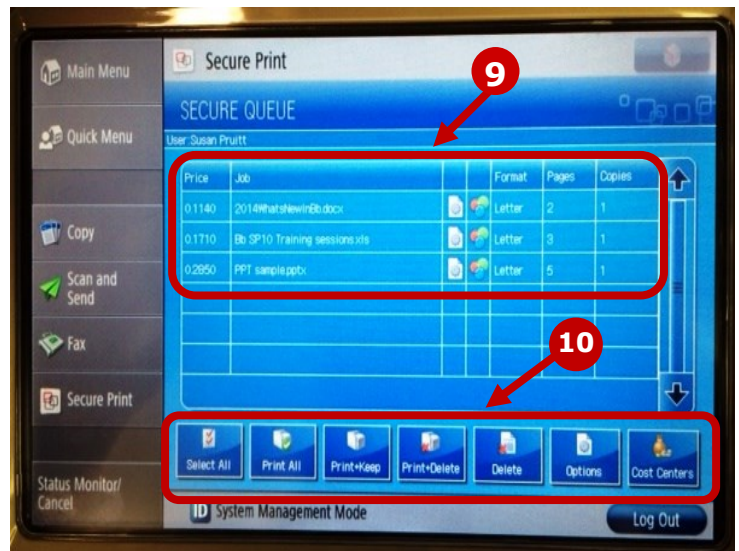
- **Options**—change **Select Color** if desired, select **2 sided, Ratio** (enlarge or reduce), **Density**, etc.

**!!! Print jobs emailed as attachments will default to Auto (Color/B&W) you must manually change to B&W in Options if color is not desired !!!**

- **Cost Centers**—charge print job to a specific area, used only by authorized work study students

**11** Make your selections and print your jobs; delete files from your queue as desired.

**12** After printing your job, make sure to press **Log Out**. **Any jobs not deleted from your queue before you log out will remain in your Secure Print queue for 72 hours.**



**\*NOTE:** Print quotas will now be measured and displayed in a monetary format (\$45 per semester, or 450 pages at \$.10 per page); the cost of each print job is displayed in the Price column on left side of your print queue screen. If you need to increase your print quota fund, you may still do so by going to the **My Accounts** tab in **CatLink** (desired amount will be billed to your student account), or by making a cash payment at the IT Help Desk.

# Secure Print

## From USB media (flash/thumb/jump drive)

- USB media must be 32 GB or smaller
- File(s) must be either PDF or text (Word .doc or .docx) format

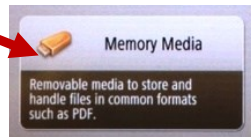
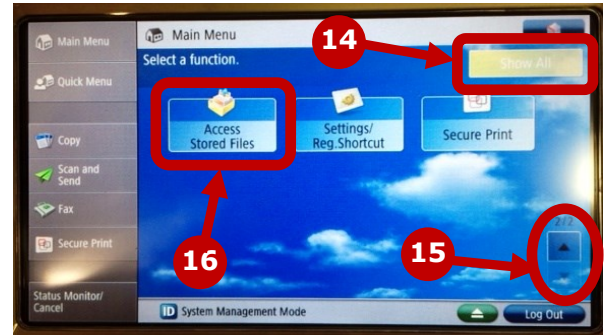
**13** Look on the upper right side of copier near user panel for USB port—make sure that your USB memory media is facing the correct direction and insert it into the port.



**14** On the **Main Menu** screen, tap the **Show All** button near top right.

**15** Press the down arrow to page down through menu options

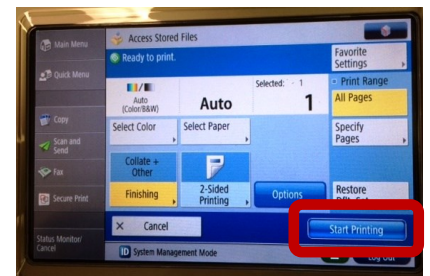
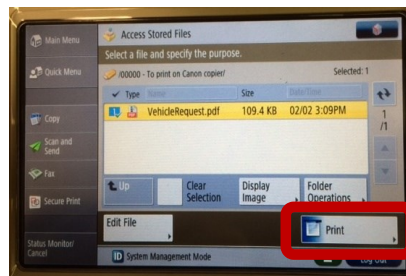
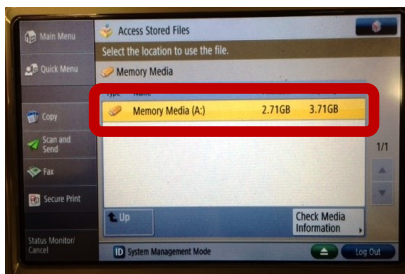
**16** Look for and tap **Access Stored Files**, then tap **Memory Media** on the next screen



**17** On the next screen, tap to select **Memory Media**, then navigate folders (if necessary) to location of file(s) you wish to print

**18** Tap on name of file(s) you wish to print, then tap the **Print** button near bottom right of the screen

**19** Make printer choices (color, number of copies, etc.), then tap **Start Printing** button near bottom right of the screen



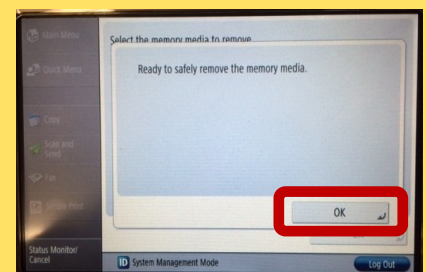
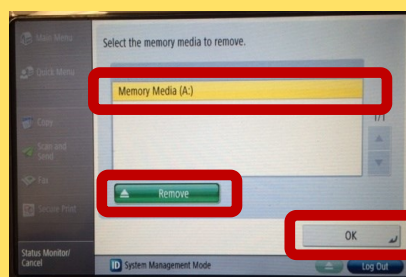
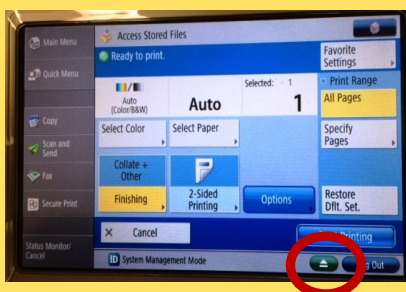
## Removing USB media

Make sure you follow the procedure below to remove USB media from the copier; damage may result to the USB media or the copier or both if you do not follow this procedure:

**A** Tap the small **green button with upward pointing arrow-head**, near bottom right of screen

**B** Make sure your media is selected (highlighted in yellow), tap the green **Remove** button, then tap **OK**

**C** Press **OK**  
If the message indicating it is OK to remove media DOES NOT appear, repeat steps A and B



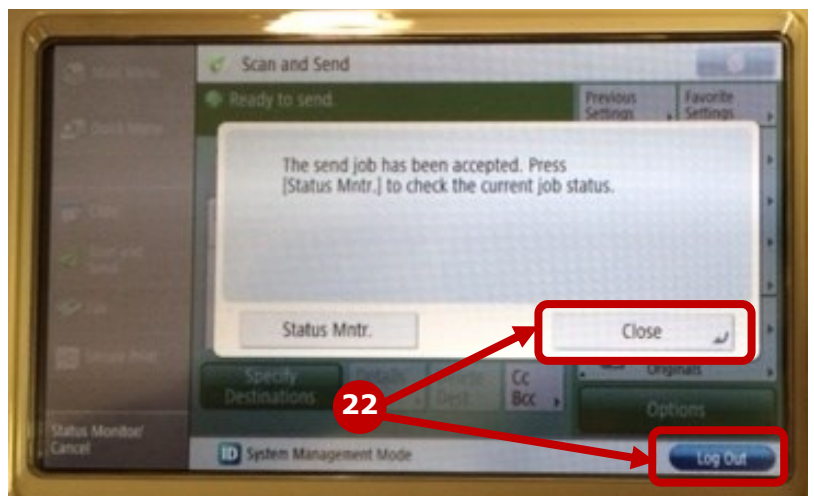
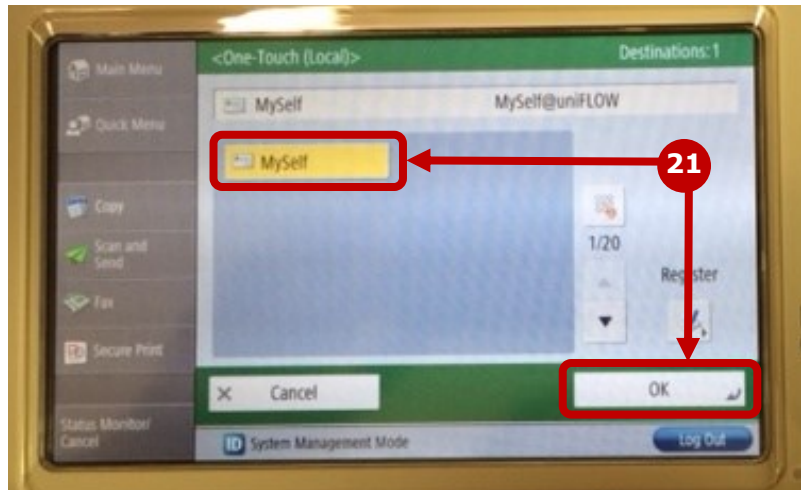
## Scan and Send

**20** Place your original in the feeder on top (face up) or lift the top and place it on the glass (face down), then press **Scan and Send** on the display screen. *Tip: You may scan multiple pages by loading them in the feeder on top.*

**21** Scanned pages can only be sent to your **Catawba email address**, so on the next screen, touch the **MySelf** box in the grey area, then press **OK**.

**22** You'll next see a confirmation screen noting that the "send job has been accepted." You may press the **Status Mntr.** button to check the job status; otherwise, press the **Close** button to finish. Retrieve your original(s), then press **Log Out** (lower right corner of screen display).

Scanned pages are saved in a PDF format and will show up as an attachment on an email message; the message will have **Scan** as the subject and will appear in your Catawba webmail. If you need to send your scanned page(s) to a different recipient, simply forward the message from your Catawba email.

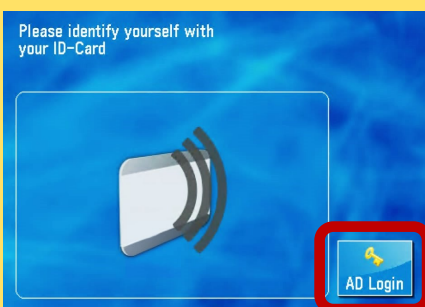


**Scans DO NOT count against your print quota!**

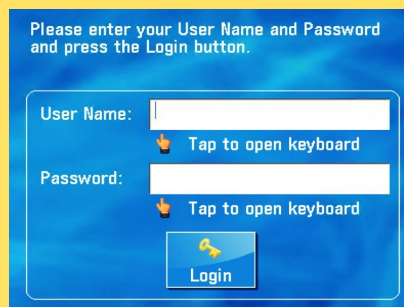
## CARDLESS LOGIN ON CANON MULTIFUNCTION COPIERS

Even if you break, lose, or forget your card, you may still login and release print jobs, copy, scan, or fax. Here's how:

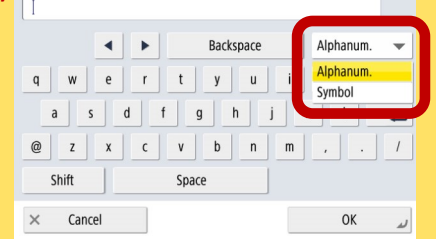
**1.** On the copier display screen, tap **AD Login**



**2.** Tap in the fields and use keyboard to enter your Catawba **User Name** and **Password**, then tap **Login**



**3.** Passwords and/or usernames contain numbers as well as letters, so to enter numbers, tap **Alphanumeric** and select **Symbol** (or tap using the stylus, located in slot on lower bottom front of copier display)



Need more help? Don't see steps for what you need to know? Check out the **Tutorial** on the copier! Press the **Show More** button on the **Main Menu** screen **Tutorial** is in the list on the second screen

# Secure Print

## Webpage print release

So what happens if you really need to print something and — for whatever reason — you don't have your Catawba ID card, your card is broken, or you are unable to login at the copier with your Catawba login information? Even without your card, you may still release print jobs to the copier by following the steps below.

**\*\*\*Important note:** Please be aware that when you use the web page print release method to release print job(s), the print job(s) will be sent to the copier and printed immediately. IT does not recommend this method!

- 25** Send your print job(s) to SecurePrint, then login to **CatLink** and go to the **My Accounts** tab

Near the top of the **Print History** channel, click the **Webpage to Release Print Jobs** link

When	Printer	Job	Pages	Charge
2016-06-09 15:15:52	HOKACS_COPIER_C3325_QTW04991	CanonFacultyStaffGuide-Web-2016.pub	2	0.11400
2016-06-09 13:31:30	HOKACS_COPIER_C3325_QTW04991	CourseEvalFaculty-2016.pub	2	0.11400
2016-06-09 13:31:26	HOKACS_COPIER_C3325_QTW04991	CourseEvalSEStudents-2015.pub	1	0.05700
2016-06-09 13:31:21	HOKACS_COPIER_C3325_QTW04991	CourseEvalDaysStudents-2015.pub	1	0.05700
2016-06-09 13:31:08	HOKACS_COPIER_C3325_QTW04991	StudentFinalAid2016-2017.pub	2	0.01700
2016-06-09 13:30:58	HOKACS_COPIER_C3325_QTW04991	PWandSecQues_20140813.pub	2	0.01700
2016-06-09 13:30:54	HOKACS_COPIER_C3325_QTW04991	CanonFacultyStaffGuide-Web-2016.pub	2	0.11400
2016-06-09 13:30:37	HOKACS_COPIER_C3325_QTW04991	CanonFacultyStaffGuide-2016_REV_6-2.pub	2	0.22800

- 26** A **Uniflow** screen opens as a separate web page — enter your Catawba username and password, then click the **Login** button

- 27** A partial list of copiers appears — to see additional copiers, go to bottom of webpage and click **Show more printers** text (just above **Logout** and **Next** buttons)

*Note: click Show more printers more than once if needed to display additional printers in list*



- 28** Click on the name of the copier to which you wish to send your print job, then click the **Next** button



- 29** All print jobs in your Secure Print queue will be displayed. To print a job, click on it to select it, then click **Print** or **Print and Del** button at bottom of screen. Note that you may also **Delete** print jobs from this screen. If you need to choose a different copier, click **Back**.

Make sure to **Login** when finished.

Job Name	Pages	Price
Test Page	1	0.0085
CanonFacultyStaffGuide-Web-2016.pub	2	0.1140

There are no more jobs to show at this time!

## Print Quota information

Students are provided with a **\$45 print quota** every semester for printing and copying on campus devices.

**When/if your print quota drops below \$5**, an email message will be automatically generated and sent to your Catawba email address with the subject **uniFLOW Account Statement**, advising of your remaining print quota balance.

**When/if your print quota is depleted**, an email message will be automatically generated and sent to your Catawba email address with the subject **uniFLOW Account Statement**, advising that your print quota has been exhausted.

You may purchase additional print quota at any time; login to **CatLink**, click the **My Accounts** tab, go to the **Quotas** channel, click the **Add** link next to your **Cat-Link** print quota information to add funds.

Print quota purchased on **CatLink** should be available for use within approximately 15 minutes after the purchase is made.

The charge is automatically posted to the student's Business Office account and may not show up until approximately 1-2 business days after the purchase is made.

The screenshot shows the CatLink web interface. At the top, the CatLink logo is displayed. Below it, a navigation bar includes links for Home, Calendar, Events, Employee, Academics, Money, Life, Services, Library, Technology, and My Account (which is highlighted with a red box). The main content area is divided into two sections: 'QUOTAS' and 'PRINT HISTORY'. The 'QUOTAS' section contains a table with columns for System, Used, and Remaining. The 'Remaining' column for the 'Printing' system shows '\$ 431' and has an 'Add' button next to it, which is also highlighted with a red box. The 'PRINT HISTORY' section has a sub-header 'Webpage to Release Print Jobs' and a table with columns for 'When' and a list of print jobs.

System	Used	Remaining	
Printing		\$ 431	Add
Email	0.17GB	49.83GB	30GB
H Drive (3 files)	0MB	100MB	100MB
I Drive	0MB	5MB	5MB
T Drive	0MB	5MB	5MB
As of 2016-07-28			

When	
2016-04-12 14:08:03	HOKACS_COPIER C3:
2016-04-12 14:08:03	HOKACS_COPIER C3:
2016-04-12 14:03:28	HOKACS_COPIER C3:
2016-04-12 14:03:28	HOKACS_COPIER C3:

## FAQs

**“How long does the copier save my documents if I choose Print+Save?”** If you choose **Print+Save**, your print job is saved for 72 hours, and then it will be deleted from the **Secure Print** queue.

**“Can I send a print job from my phone or personal computer?”** Yes, you can. You’ll need to go to your Catawba email and send a message to [print@catawba.edu](mailto:print@catawba.edu) with document or file attached. Then go to a copier anywhere on campus, login and release your print job.

**“How long before the automatic Log Out happens?”** The copier will automatically **Log Out** after 120 seconds (2 minutes) of no activity. You can keep the screen active by touching it or making a choice from on-screen selections.

**“Can I send a fax from the copier?”** Students will not be able to fax from the copier.

**“Why am I getting an email that says, ‘Problem retrieving attachment?’”** Check the file that you attached to your email—it must be either a PDF or a Microsoft Office (Word, PowerPoint, etc.), or it may be that the file exceeds the limits of your email. For our Microsoft web app email, the single attachment limit is 10 MB.

**“How do I print my document in color?”** On your **Secure Print** queue (screen with list of your print files), tap **Options** button at bottom of screen, then select **Auto (Color/B&W)**. If your file was sent to the queue as an email attachment, it will automatically default to **Auto (Color/B&W)**.

**“Why didn’t my document show up in the print queue on the copier?”** The most common reason a print job doesn’t show up is that your email message was sent from a non-Catawba email address. Make sure that you login to your Catawba email, via **CatLink** or directly at <https://webmail.catawba.edu>, and send your message and attachment from that account. Another possibility is that your attachment is not a supported file type—see information in yellow box on page 2 under steps 7A and 7B.

**“Can I see how much a print job will cost before I choose whether to print it or not?”** Yes, you can, and this is a good way for you to manage your printing usage. On your **Secure Print** queue (screen with list of your print files), the first column on the left shows the total cost for each print job on the screen. You can delete a job by selecting it and tapping the **Delete** option at the bottom of the screen.

**“What do I do in case of a paper jam?”** Call the Help Desk at 704-637-4666, or send an email or text to [ithelp@catawba.edu](mailto:ithelp@catawba.edu).

Need more help? Don’t see steps for what you need to know? Check out the **Tutorial** on the copier! Press the **Show More** button on the **Main Menu** screen. **Tutorial** is in the list on the second screen.