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WELCOME TO LIONPRINT

HOW TO PRINT TO THE NEW LIONPRINT PRINT QUEUE

The Office of Information Technology is proud to introduce a new printing management solution to our campus community. Below are instructions and information on using this new program.

How do I print using the new LionPrint print queue?

1. Ensure that you have logged onto the computer as yourself. If you are not logged in as yourself, you will not be able to print or release your job successfully.

2. When you are ready to print your document(s) select "**LionPrint**" as the printer. As we move to become a more economically & environmentally conscious university the default print settings on these printers will be to **2-sided black and white printing**. Should you wish to switch to 1-sided or color you must change those settings before clicking "Print".

3. Proceed to any Xerox printer that has LionPrint installed on it.** Enter in your Colleague ID number into the **pin code** field. Please note that this is your 7-digit ID number including any leading zeros.

4. The print jobs that you have pending will appear and you can select "Print" next to the job you wish to release or "Cancel" next to any jobs you wish to delete.

5. Your document will then print out of the corresponding printer.

How do I copy, scan, and fax using the new LionPrint print queue?

1. Enter your Colleague ID number into the pin code field on the printer panel.
2. Select, "Access Device".
3. Select the app you wish to use whether Copy, Scan, or Fax.

** *Currently all printers in Dickey Hall are connected to LionPrint. This means that you may release your print job from any printer in the building***

Should you have any trouble printing please report these issues to the Office of Information Technology.