

# Northwestern | Economics

## Printing to the Economics Copiers *June 2024*

### Previously

- Print jobs were sent to hard drives within one of the two Economics copiers/printers
- Jobs were released by entering your “copier code”

### Now

- Print jobs are sent to the cloud
- Jobs are released by tapping your Wildcard
- Jobs can be retrieved and printed not only on the Economics copiers/printers but any other printer that is part of the network elsewhere on campus.

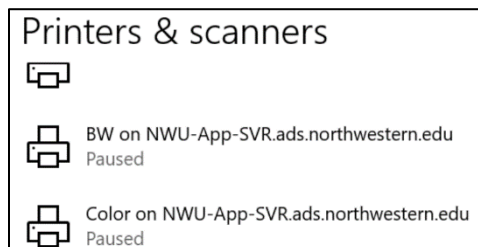
The new cloud-based service is called “NU Print” and is being rolled out all across campus.

### Drivers for NU Print:

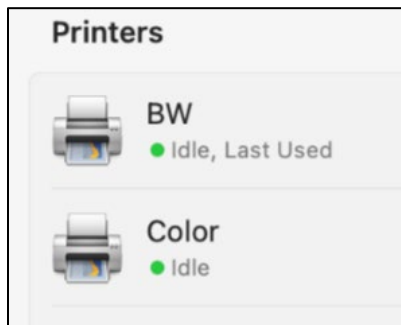
- For Northwestern managed Windows computers, local IT support staff will push out the new print drivers.
- For Mac users, install Mobility Print as described in this knowledge base article: [Installing Mobility Print](#)
- For non-university-managed computers or mobile devices manual setup steps will also be available.
  - [Installing Mobility Print](#)
  - [Configuring and Printing from a Mobile Device](#)

### What to Expect to See When Printing from Your Computer

On Managed Windows Computers, you will see a “BW” and “Color” Print queues.



On Mac devices once Mobility Print is installed, you will see “BW” and “Color” Print queues. Note, there will be additional “Student” queues which can be left installed, or you can remove them.



Note, the two Economics copiers/printers are Black and White (BW) only. Please only utilize the **BW printer queue**.

Print jobs can be released on **any** Northwestern Print device using your Wildcard (or NetID and password).

Please note that the old printer names may remain in your computer’s printer list, but they are no longer functional.

### **How to Release and Print Your Job at the Copier**

See the attached two-page guide on how to login and release jobs.

### **Learn More**

We encourage you to watch the printing and copying training videos below:

- [Review the Ricoh Basic Copy Training Video](#)
- [Review the Ricoh Print Training Video](#)

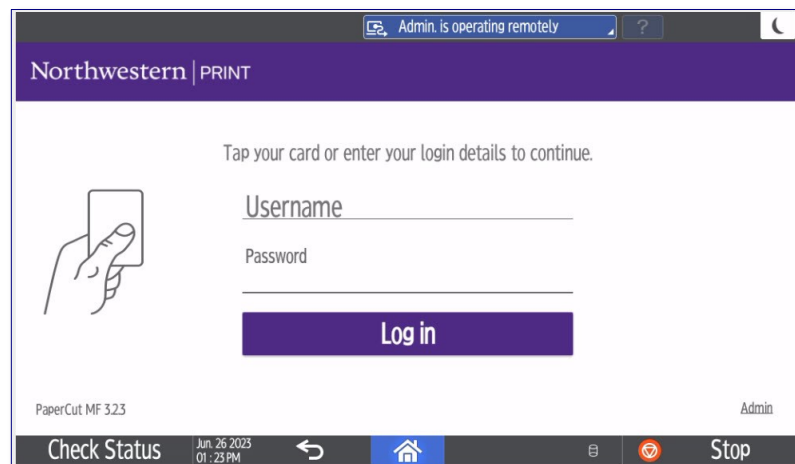
For additional information about support please visit this [Northwestern Print Support](#) page. For additional information about the project please see the project site at [Managed Print Program](#) and the [Frequently Asked Questions](#).

# Login, Print Release, and Scan

## LOGIN

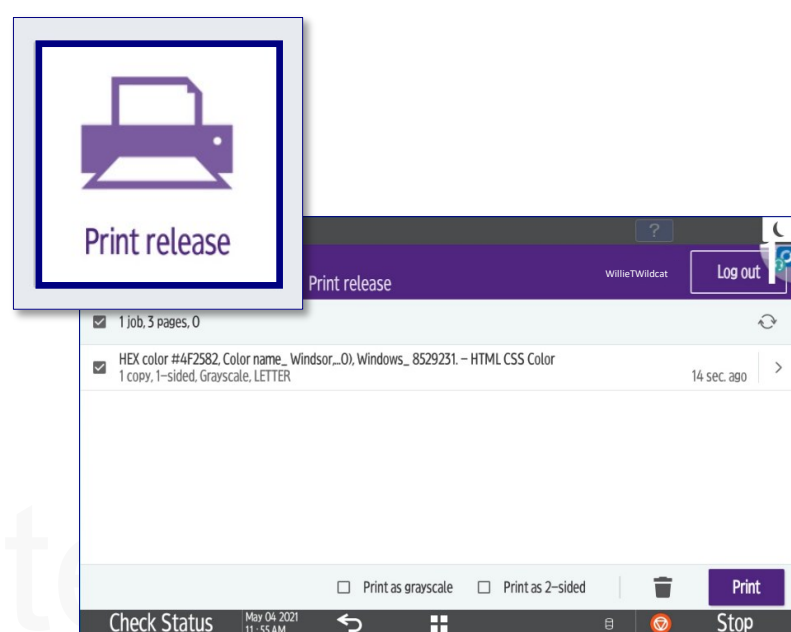
Tap your *WildCARD* or enter your login details to continue:

1. Select *Username* and type in your NetID using the keyboard on the screen
2. Select *Password* and enter your NetID password using the keyboard on the screen
3. Select *Login*



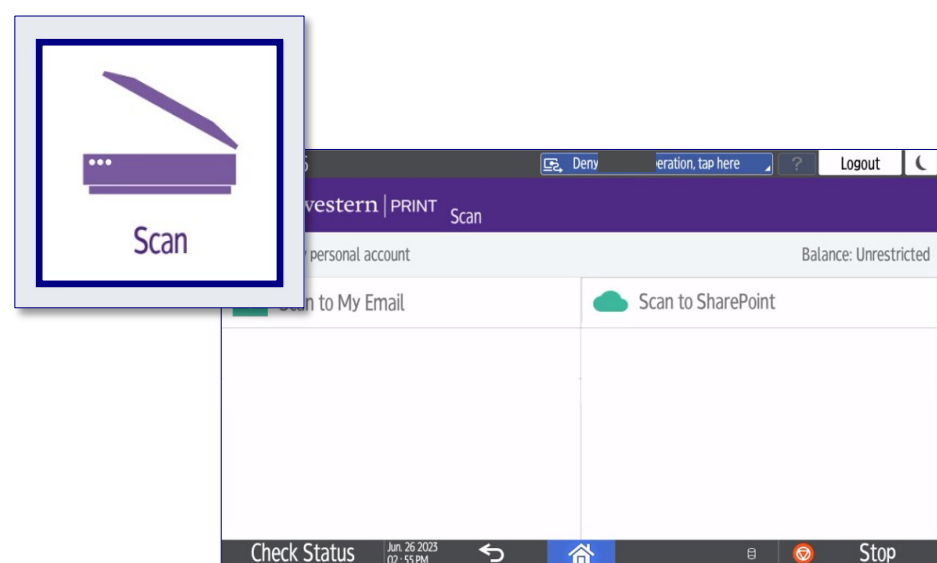
## SELECT PRINT RELEASE

1. Select *print jobs* for release by touching them on the screen or *Select All* to select all jobs
2. Select *Print*
3. Select *Log out* to exit



## SELECT SCAN

1. Select Destination: *Scan to My Email* or *Scan to SharePoint*
1. Review file name and settings, make desired changes
2. Press *Start* to send scan
3. Check your email for your scanned document or for other destination confirmation email



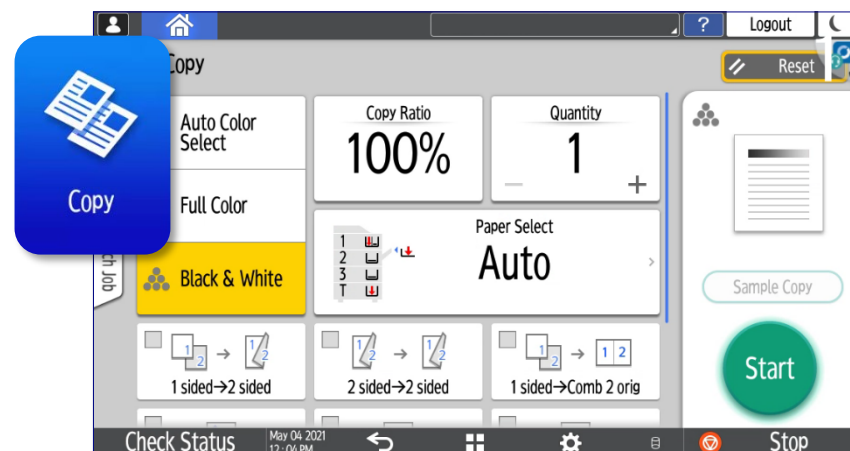
**Scan the QR code for setup steps and additional information**

# Printer Functions

## SELECT *DEVICE FUNCTIONS*

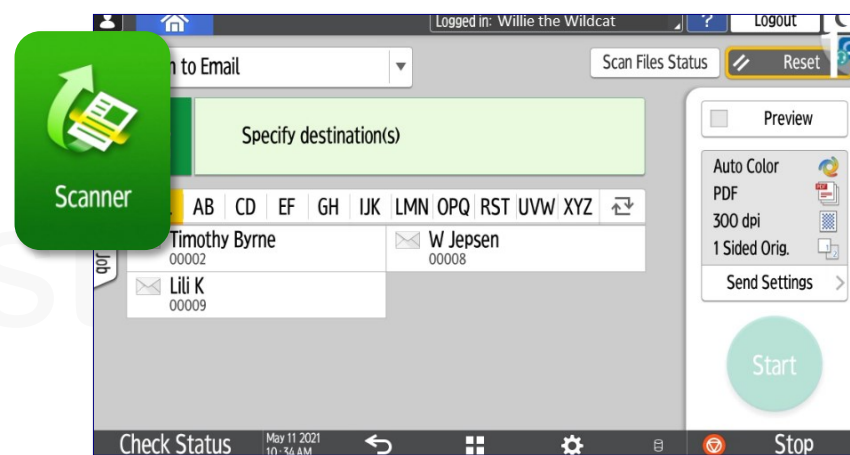
### COPY

1. Select *Copy* Button
2. Select options such as *two-sided*, *stapling*, and *hole punch*
3. Select *Quantity* to enter number of copies
4. Select *Start*



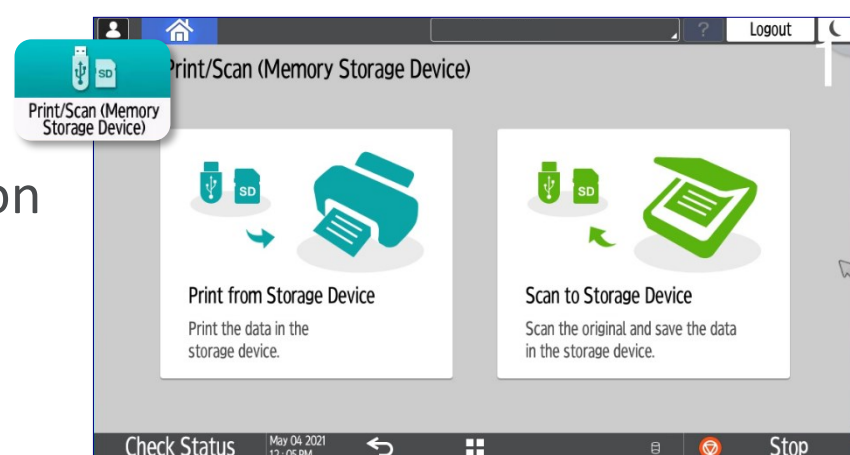
### SCANNER

1. Select *Scanner* Button
2. Select *Scan*
3. *Specify scan destination*
4. Select *Start* to send scan



### *PRINT/SCAN (MEMORY STORAGE DEVICE)*

1. Select *Print/Scan (Memory Storage Device)* Button
2. Insert USB drive or SD card into printer port located on the left side of the screen
3. Select *Print from* or *Scan to* option
4. Follow onscreen instructions to complete



**Scan the QR code for setup steps and additional information**