



Release a Print Job from a Copier

Manheim Township School District Technology Training Guide

With our new copiers (Summer 2015) and new print server software, you can print from your computer and pick up your print jobs at any copier! The job will not be released until you visit any copier to release it - this provides security for your print jobs as well as avoids wasting paper on forgotten print jobs.

Print Your Document

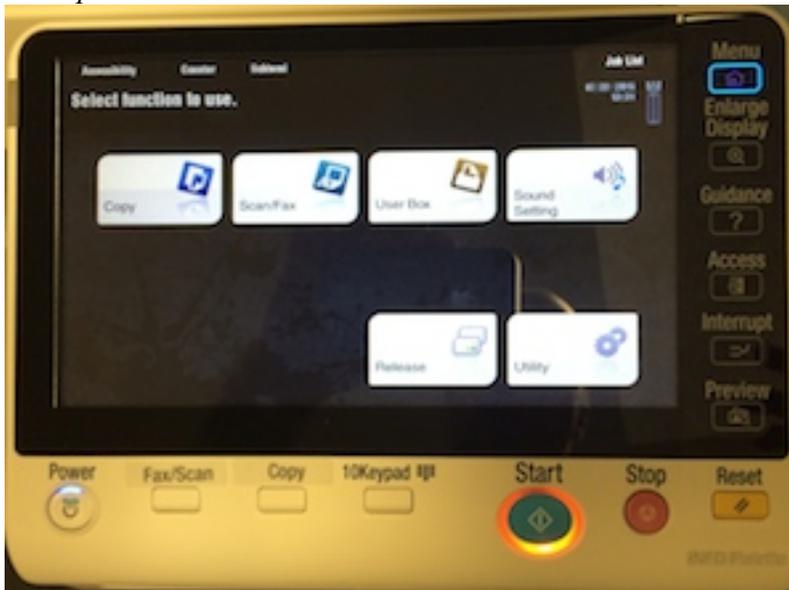
- ▶ If you have not done so already, install the printer called *AllCopiers* on your computer:
 - Visit <http://mtiprint.mtwp.net/ipp>. (If prompted with a “security exception”, it is OK to proceed through the warnings.)
 - Click the first printer in the list – *AllCopiers*. (If a dialog box goes by too quickly, just press your RETURN key to accept the default setting in the dialog box.)
 - Follow the on-screen prompts to install the printer. (If you are prompted to *Enter username and password for MTSD*, enter your network username and password.)
- ▶ Print your document to the *AllCopiers* printer. The copier manufacturer’s default setting is to print two-sided – you may change that in the print dialog box. (Macs: You will be prompted to enter your username (i.e., “SmithJo”) and password. Do NOT check the box labeled *Add Password to keychain* – your password will not be passed correctly to the print server on future print jobs, and you will eventually not be able to print to AllCopiers.) After the document is sent to the printer, you might see a message pop-up on your screen: *Your document has been held in a queue. Before the document will be printed, you will need to login to a copier to release your document.*

Retrieve Your Document from any large Konica Minolta Copier in the District

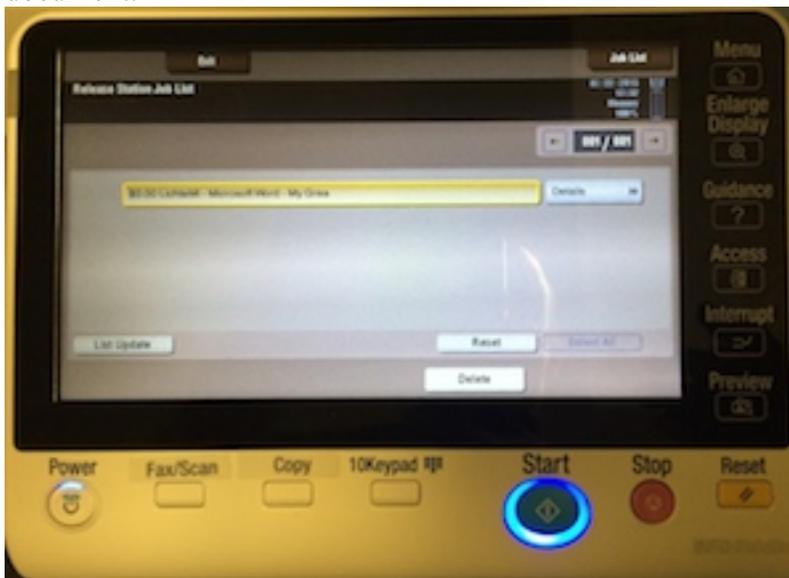
- ▶ At the copier, if the LCD display is not turned on, simply touch the screen to activate it.
- ▶ Login to the copier using your employee ID number. (If you do not know your number, you can find it on the TEN Tools Dashboard page as well as on your online paycheck stubs.)



- ▶ After logging in, press the physical *Menu* button on the right side of the display.
- ▶ Touch the *Release* button on the screen. You will see a list of documents you sent to *AllCopiers*.



- ▶ Touch the name of the document you would like to print. The glowing ring around the physical *Start* button will change from orange to blue – press the *Start* button to print the document.



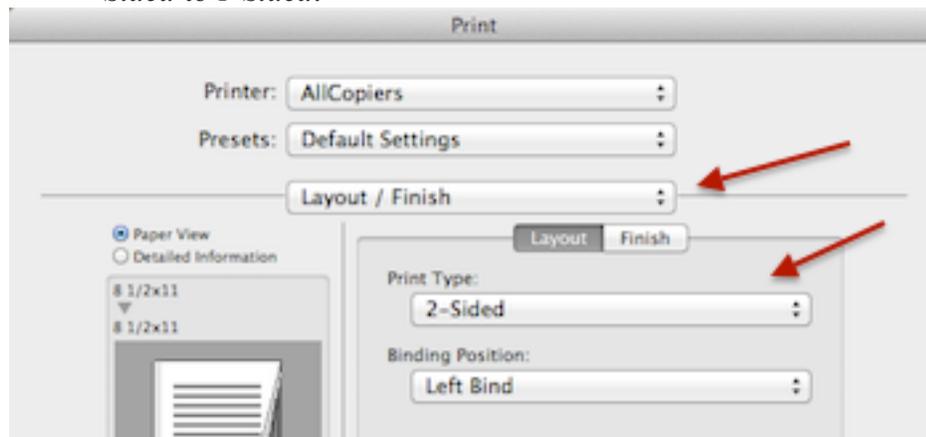
- ▶ The display will tell you that the job has been released to be printed – you may *Close* that display. The job you printed will no longer be in the list of available print jobs.
- ▶ You may print additional awaiting jobs or you may delete jobs from this screen.
- ▶ To logout of the copier, press the physical *Access* button twice.

Frequently Asked Questions

- ▶ I tried installing the *AllCopiers* printer, but a dialog box did not pop up asking if I wanted to install the printer.
 - This is typically solved by one of two methods: (1) Try a different browser; or (2)

If using Firefox, make sure you have recently updated Firefox (*Firefox* menu -> *About Firefox*) – the installation process does not work with older versions of Firefox.

- ▶ The copiers default to two-sided printing. How do I switch to single-sided printing?
 - This is a default function of the Konica software on all computers. The manufacturer treats this as a green initiative...save paper by printing on both sides. Of course, there are situations where that is not appropriate.
 - Windows: After selecting *Print* in your program, you will see the print dialog box. Select the *AllCopiers* printer then click the *Preferences* button. Click the *Layout* tab then change the *Print Type* from *2-Sided* to *1-Sided*.
 - Macs: After selecting *Print* in your program, you will see the print dialog box. Go to the *Layout/Finish* settings then change the *Print Type* from *2-Sided* to *1-Sided*.



- ▶ I want to print a document and use the copiers' stapler, hole-punch, etc., but I don't see an option for that on the computer.
 - To make those advanced features available to your computer, you must tell your computer that those features exist on the copiers.
 - Windows: Go to *Start* menu -> *Printers and Faxes*. Right-click *AllCopiers* and select *Properties*. In the *Device Option* section, add these settings:
 - *Finisher: FS-534*
 - *Punch Unit: PK-520 (2/3-Hole)*
 - *Saddle Kit: SD-511*
 - Macs: Go to *System Preferences* -> *Printers & Scanners* and select *AllCopiers*. Click the *Options & Supplies* button then click the *Options* tab. The checkboxes can be left as-is, but the three other options should have these settings:
 - *Paper Source Unit: None*
 - *Finisher: FS-534 + SD-511*
 - *Punch Unit: PK-520 (2/3-Hole)*
- ▶ Macs only: I clicked the *Add Password to keychain* checkbox, but now I'm not prompted for a password and nothing is sent to the copiers.
 - You will need to clear your password from your Keychain: Open *Macintosh HD* -> *Applications* -> *Utilities* -> *Keychain Access*. Delete the keychain named "MTSD" (do not delete any other keychains). In the future, you will be prompted

to authenticate to print.

- ▶ After entering my username/password to print, I see a message about a bad password or a *backend* failure message.
 - Those are both indications that your password was typed incorrectly. This password is cAsE sensitive – if your password was entered into the MTSD network with a mixture of capital/lower case letters, you must type the password exactly the same way to print.