This document is intended to guide new users to successfully begin using Pull-Print

Topics covered are:

- New User ID Badge Registration
- Setup Network Pull-Print Queue
- Pull-Print Use: MFP vs. SFP
- Retrieve your Documents – MFP
- Expense Report and E-mail Functions - MFP
- Color Printing
- Stapling - MFP

New User ID Badge Registration

You will use your UPS ID Badge to release pull-print jobs at the printer. Your UPS ID Badge must first be registered into the pull-print system. Badge Registration is a one-time event.

Locate the nearest Multi-Function Printer (MFP) in your building to complete the registration process. New users will need to key enter their AD ID/Password at the MFP device to complete the process.

On the MFP, locate the **SafeCom** label as shown below. Swipe your UPS ID badge the badge over this area until you hear a beep.
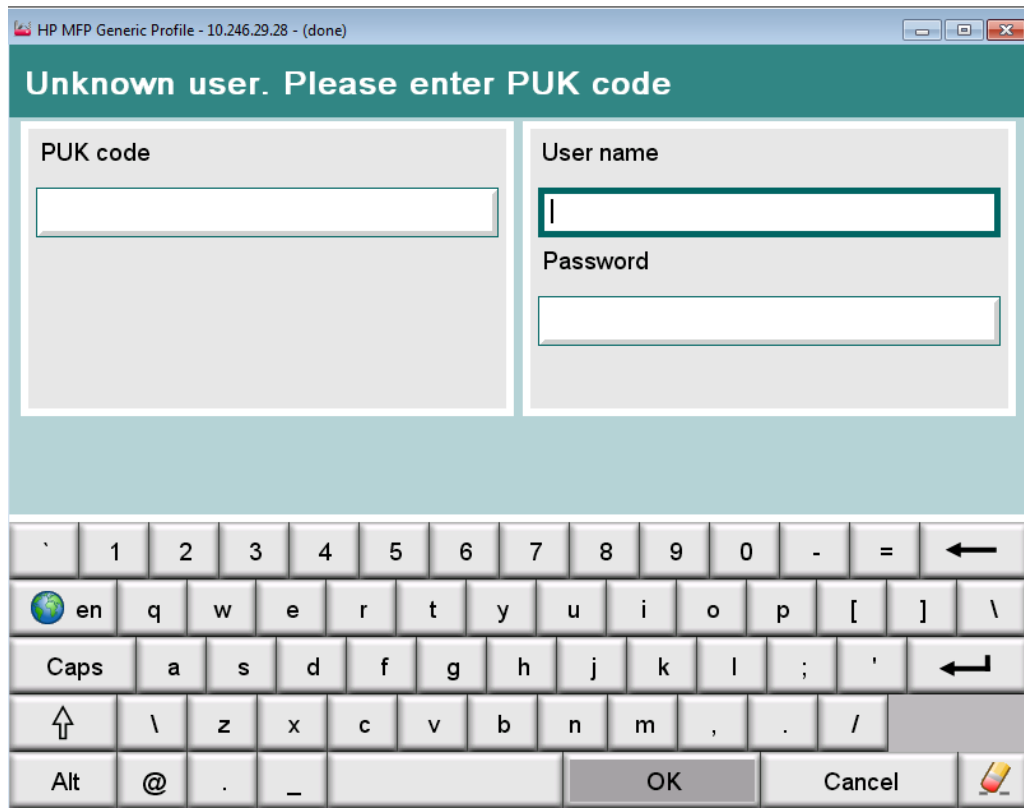
The following screen is displayed.

*You will be entering your AD ID and password into the **right pane** of the screen. PUK code is not used (left pane).*

Using your finger, touch the empty box directly under **User Name**. Enter your AD ID.

Next, touch the empty box under **Password**, enter your AD password.

Upon a successful registration, the screen displays the user's full name: **Ready: Welcome Your Name**
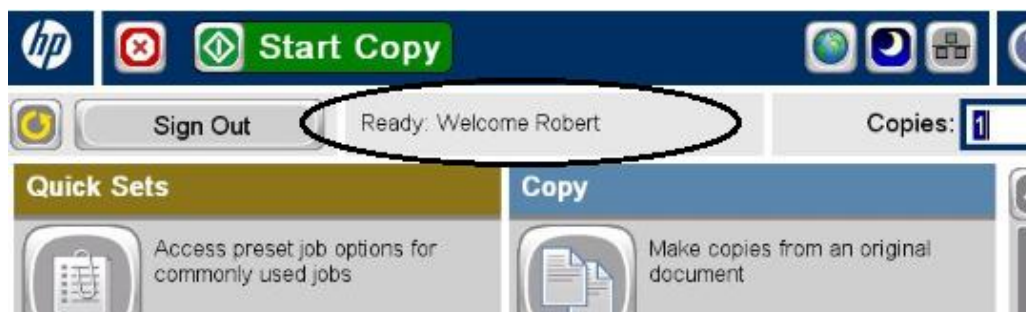
The badge is now registered to the Pull Print user.

Badge Registration is complete.

Setup Network Pull Print Queue

**What is the <u>Network</u> Pull-Print Queue?**

The Pull-Print Queue provides you access to every printer in the building. Your Pull-Print job is held on a server until you release it to print. Setup of the pull-print queue is a one-time event via the **DS Printer Manager** program.

On your desktop locate the "**DS Printer Manager**" icon and open this program.

In the left column, under Network Printers, locate the new Pull-Print Queue, the name will start with " **PQ_MPS_Pull_Print_Queue**". Right click on this and select "ADD Permanent Printer"

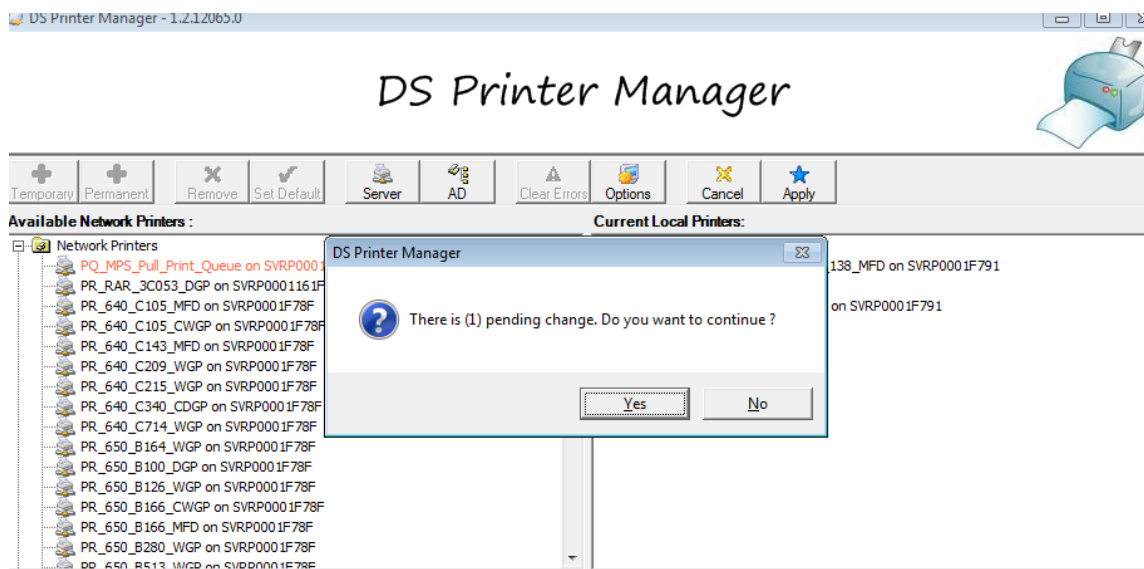The new pull-print queue listed in DS Printer Manager is location specific:

PQ_MPS_Pull_Print_Queue on *"your local print server name"*
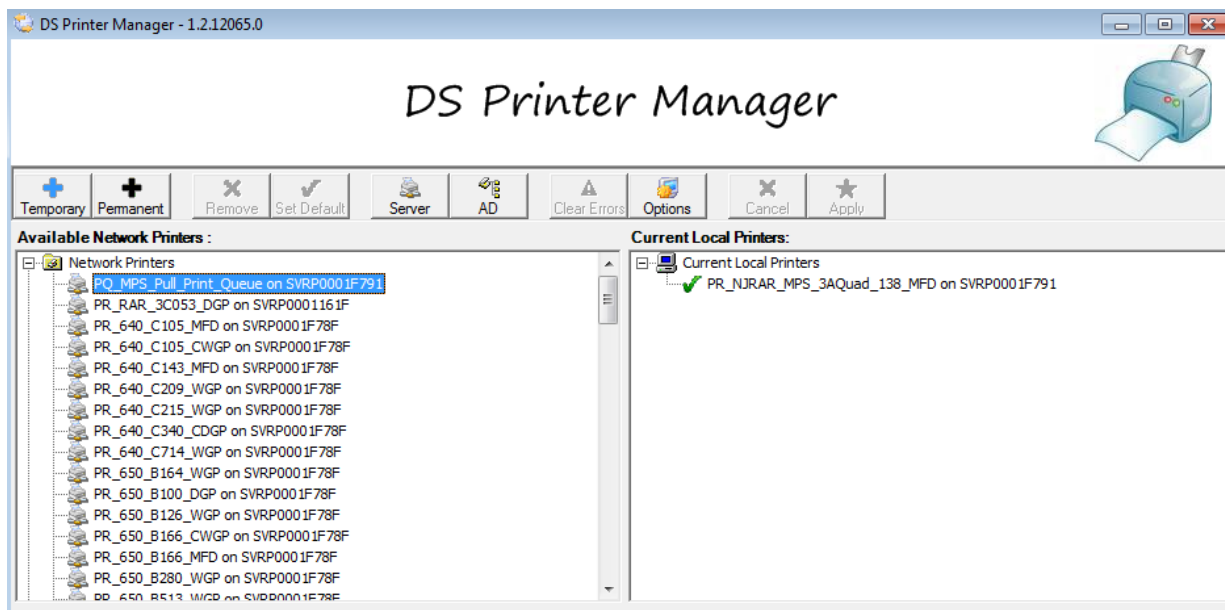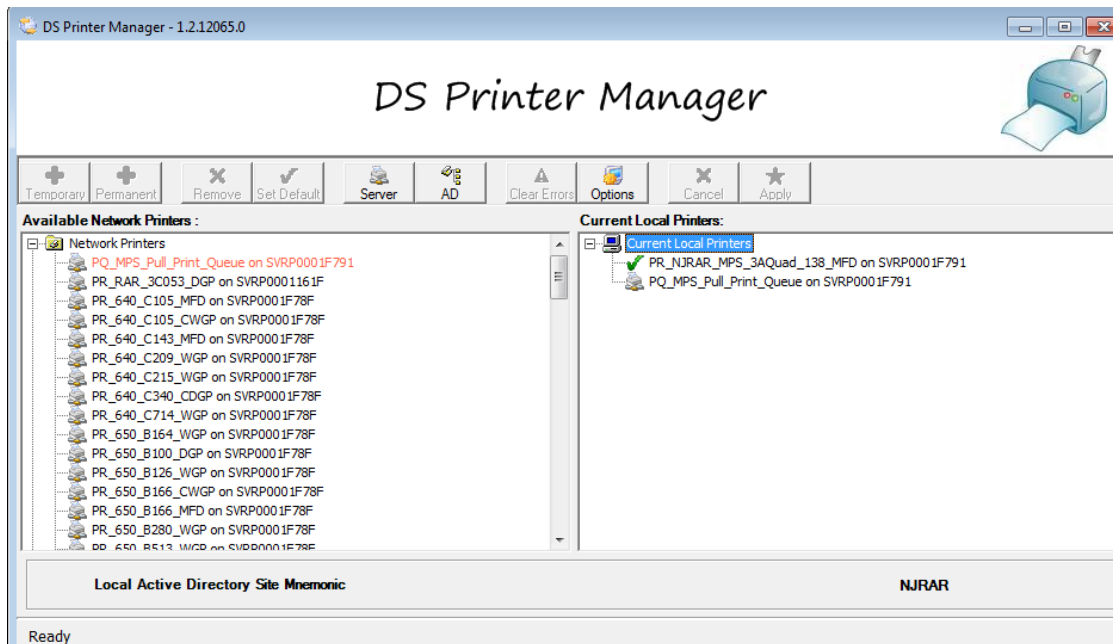
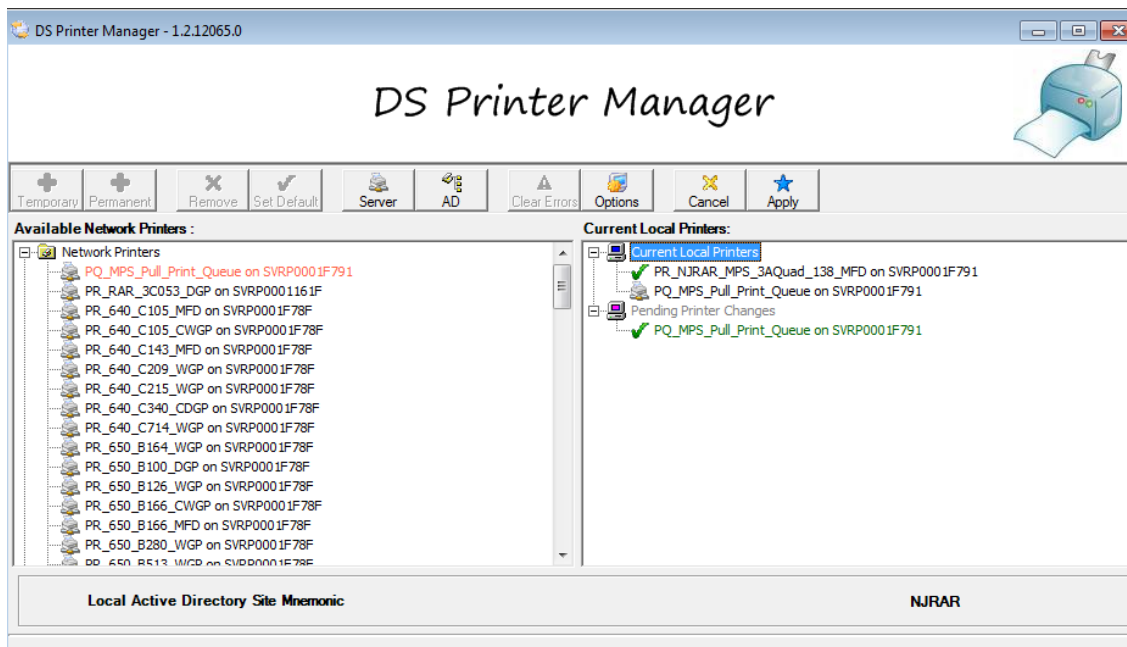The pull-print queue will move over to the right column, highlight and click "Apply"
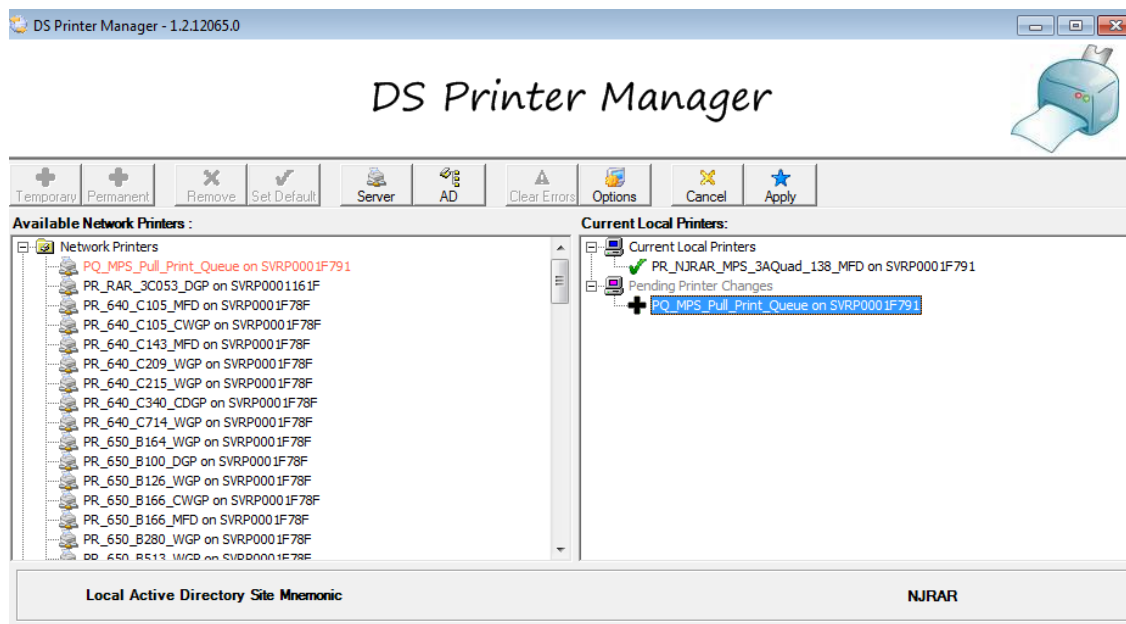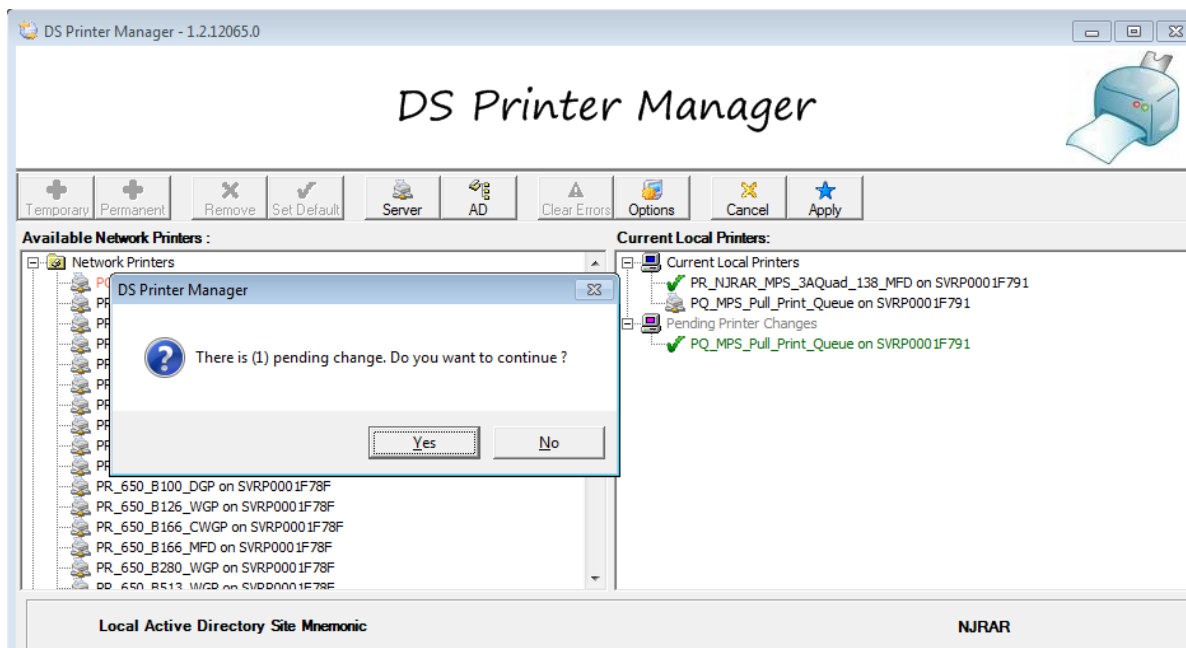

Select "Yes"

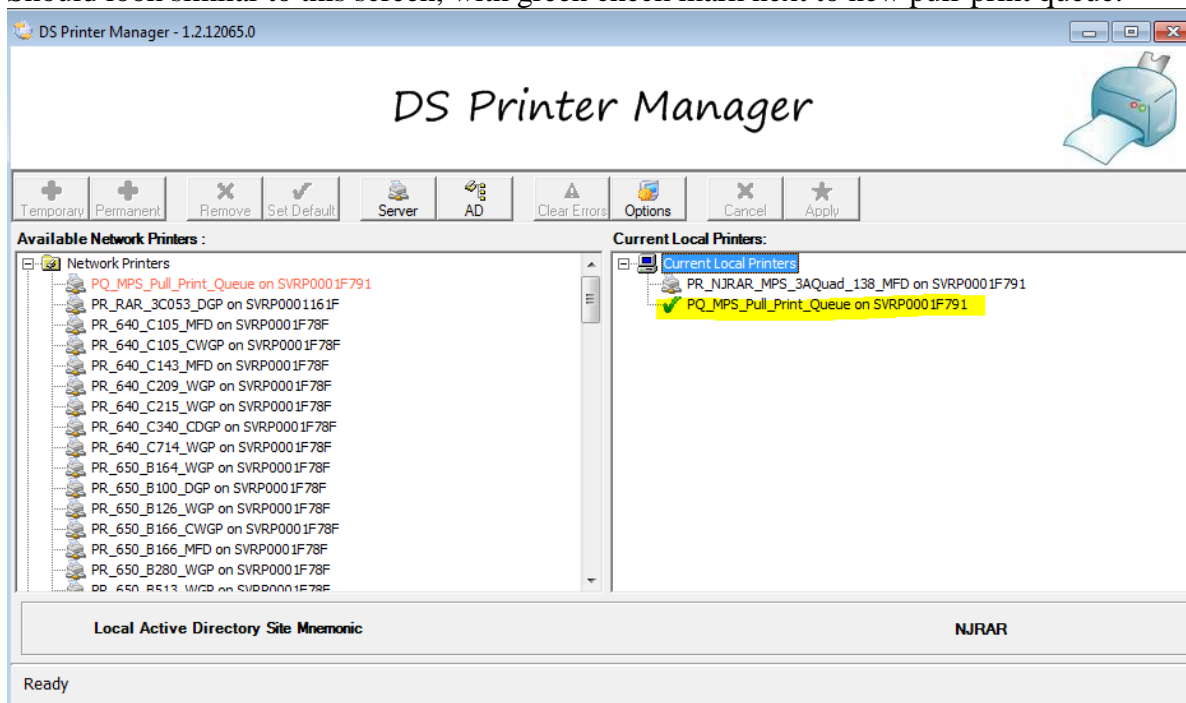Next, Right click on the new pull-print queue and select "Set as Default"

Click "Apply"

Select "Yes"

Should look similar to this screen, with green check mark next to new pull-print queue.

Network Pull-Print Queue is added, close DS Printer Manager

Pull-Print Use: MFP vs. SFP

Pull Print works on both Multi-Function Printers (MFPs) and Single-Function Printers (SFPs). MFPs perform functions such as print, copy, scan and fax, whereas SFP's only print.


Multi-Function Printer or MFP   **Single-Function Printer or SFP**

The key difference for pull-print between these device types is that MFPs provide you with the ability to select which documents you want to print after you swipe in, whereas SFPs will print out all your documents automatically.

MFPs have a larger Color <u>Touchscreen</u> Display screen that allows you to select the option of printing any or all of your documents via a "Pull-Print Button" on the display screen.
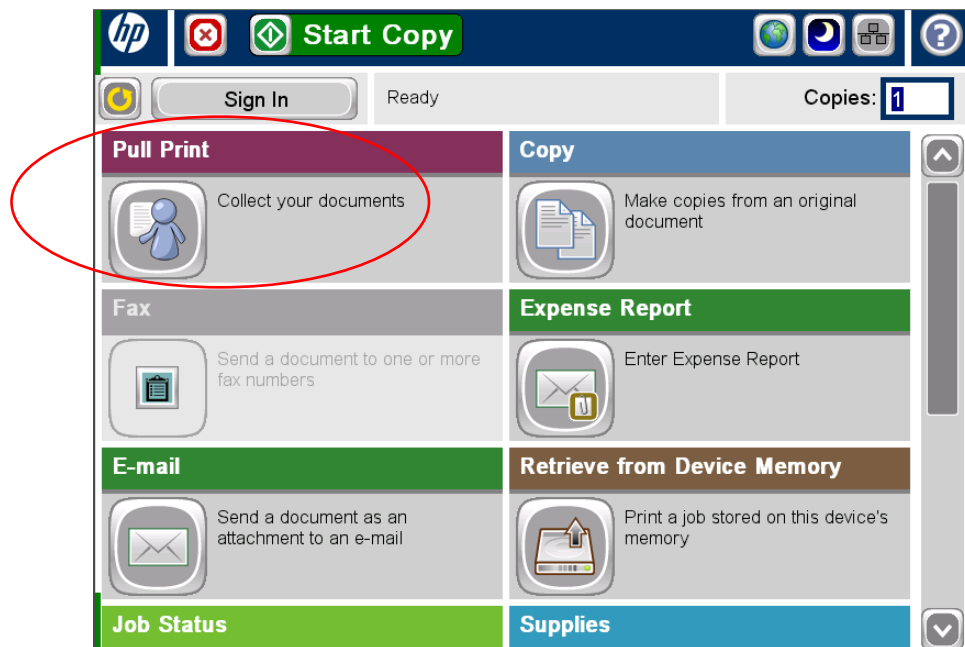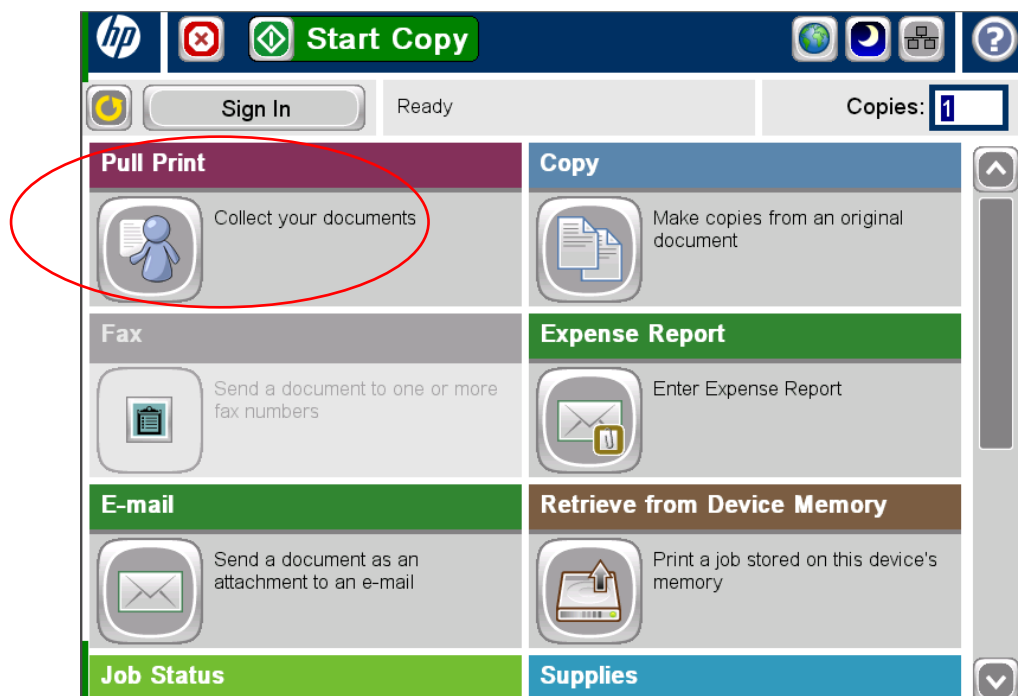
SFPs have a smaller display that is <u>not</u> touchscreen. Once you swipe your badge at an SFP, all of your jobs will print automatically, you cannot choose which to print.
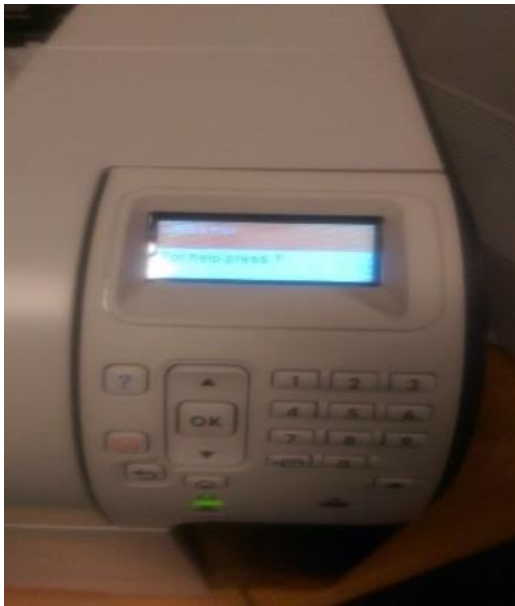
Retrieve your Documents - MFP

Go to the printer, swipe your UPS ID badge and select the **Pull Print** button.
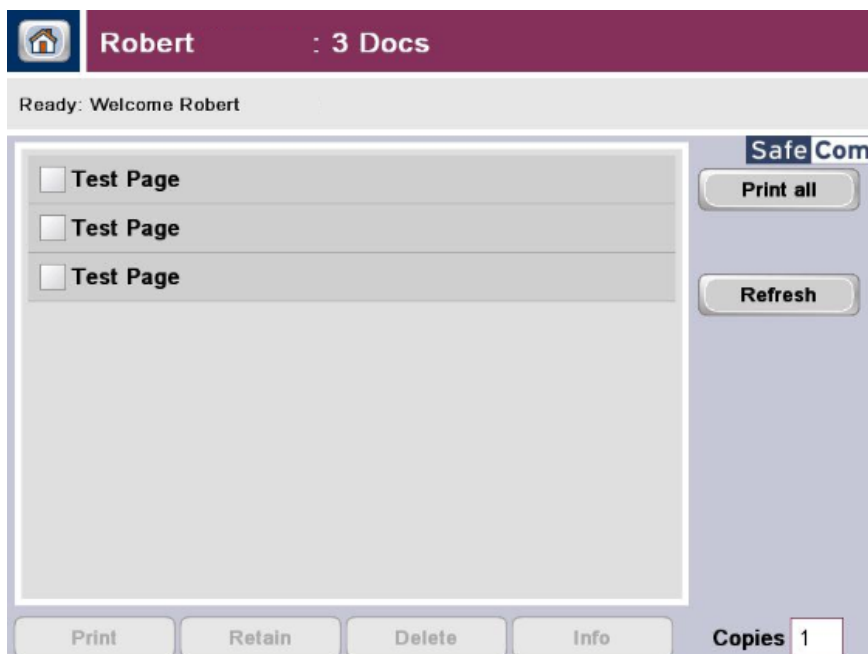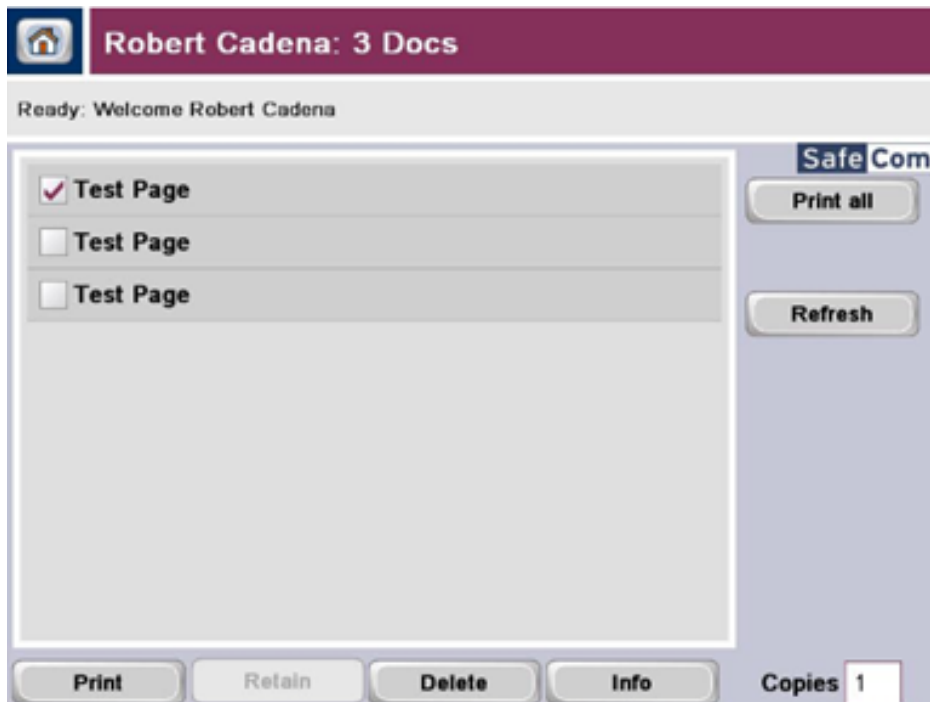
This example shows a user's queue with 0 documents.

This example shows a user's queue with 3 documents.

The user has the option to select and print desired document or print all.

## Pull Print options available to the user

Print all: All documents will be printed. There is no need to select the desired documents.

Delete: delete the document prior to printing.

Info: review the specific attributes of the job (e.g. Color Yes or No)

Expense Report & E-mail Functions - MFP

Your UPS ID badge is linked to the Expense Report and E-mail functions, making these functions available to you after you swipe your badge. Your ID and password are passed through to these functions automatically (no need to enter manually).
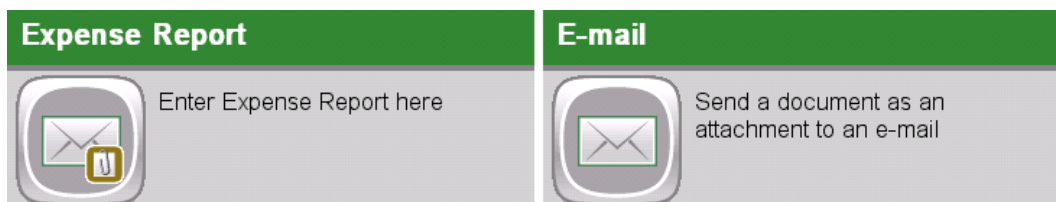
To learn more about these functions, go to the HP MPS Training Portal Links below for Quick Tips:

Expense Report Workflow

Scan to Email Workflow

Color Printing

You can print Color documents on MFP's that are color capable.

For locations of color printers in your building go to the HP MPS SharePoint Homepage. From the HP MPS SharePoint Homepage, refer to the site specific tabs at the top of this page to locate printer floor maps for your site. Click on a site name tab on the top of the page, then scroll down to locate links to maps for your site. The Printer Floor Map will indicate which printers are color capable.

Pull-Print jobs default to monochrome (black & white). To print out color documents, open Printer Properties on the Print selection screen as shown.
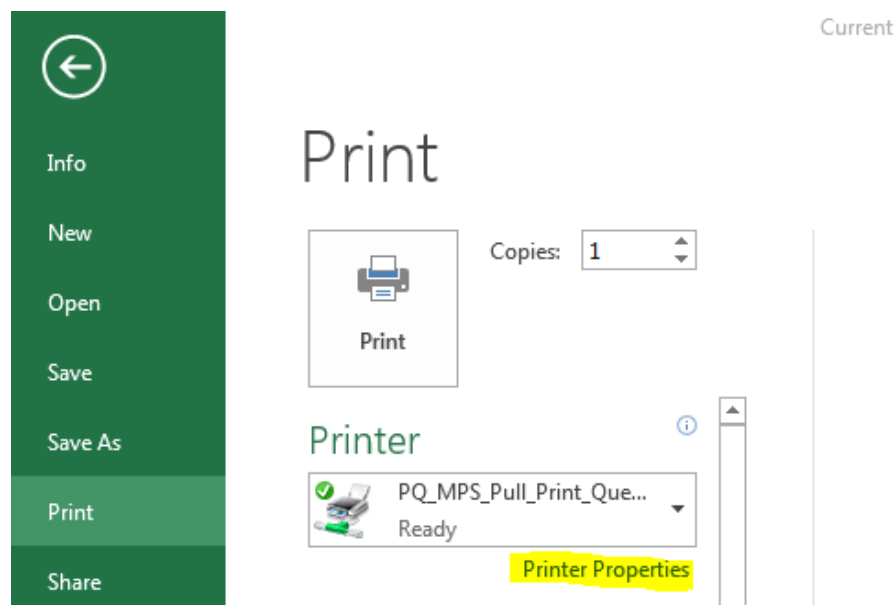
In the Color tab, <u>remove the check</u> next to "Print in Grayscale" select OK at the bottom of the screen.
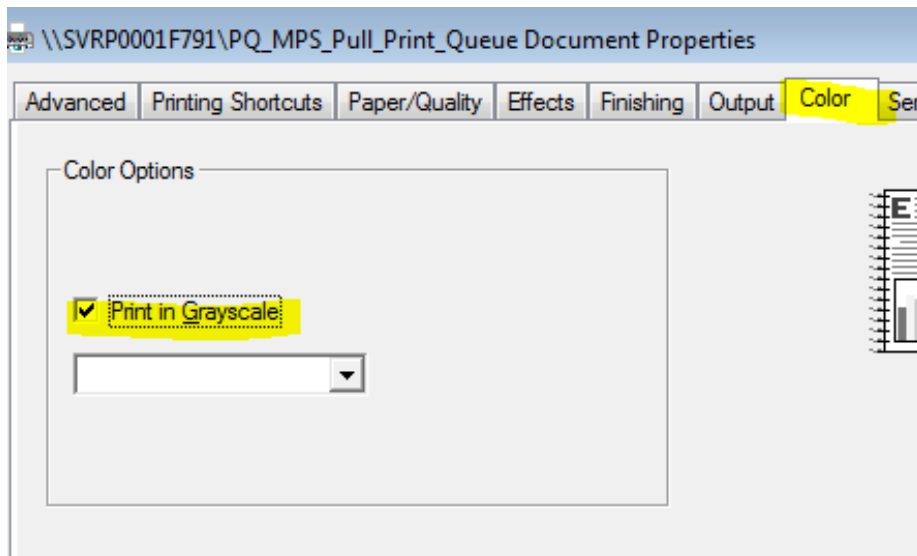
You must then swipe your badge on a color MFP to release your print job and have it print in color.

Stapling - MFP

You can staple your documents when you print your job.

Important Note! To print **multiple copies of a job, with each copy stapled**, you must follow the instructions in the section below titled, "**Print Multiple Copies Stapled".**

Follow the instructions for printing a single copy stapled, and then proceed to the MFP to perform additional steps as outlined in the "**Print Multiple Copies Stapled" section.**
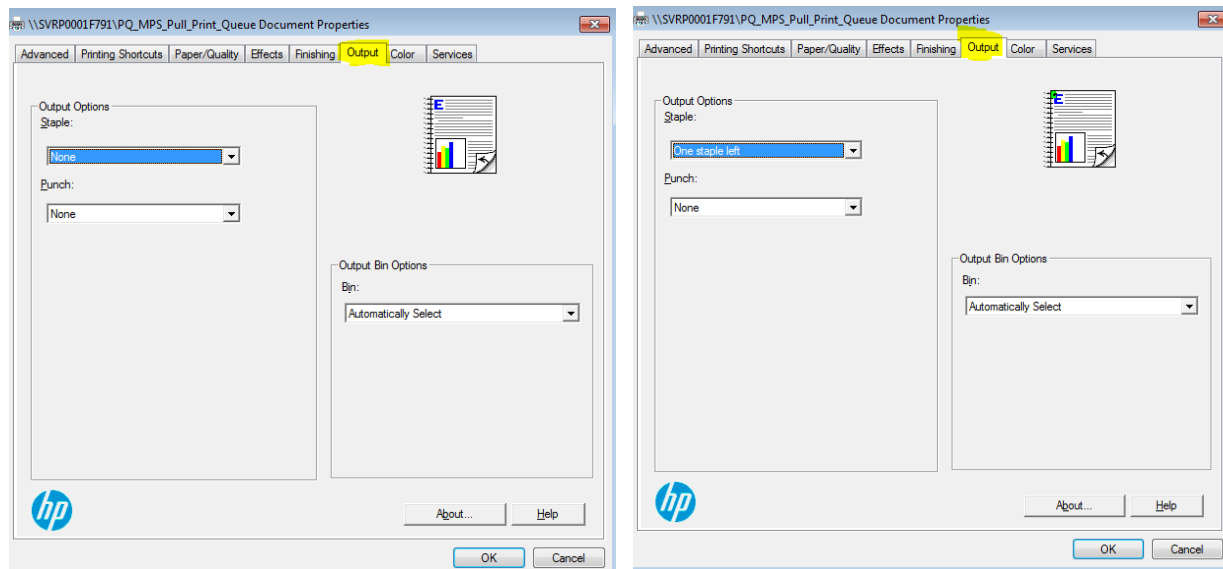
Otherwise, your collated copies will be stapled together as one job.
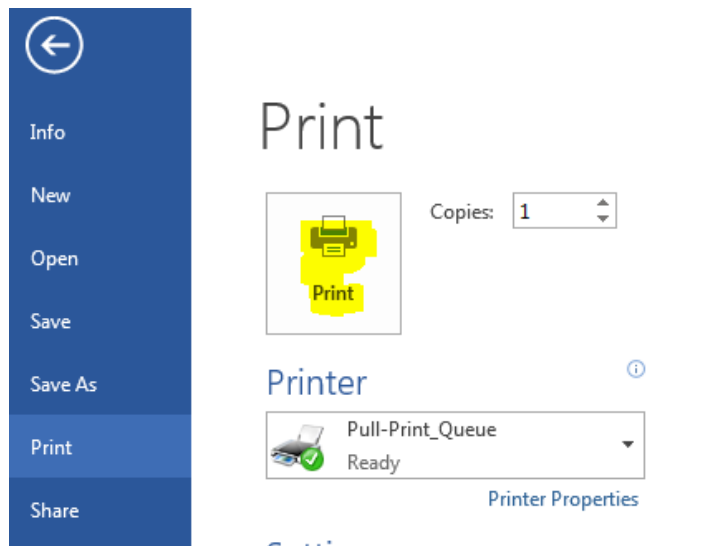
Print Single Copy Stapled

Select Printer Properties on the Print selection screen as shown.
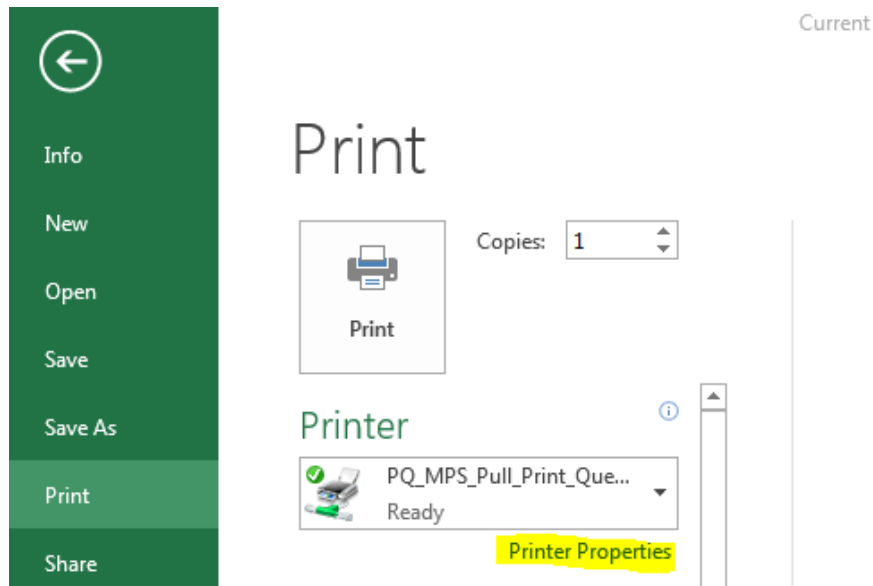
Select the Output Tab and you will see Output Options & Staple. Select the desired staple location, select OK at the bottom of the screen as shown.

Select print and retrieve your document at an MFP.

You must then swipe your badge on an MFP with stapling capability to release the print job with staples. HP MFPs with Stapling Capability

**Print Multiple Copies Stapled**

To print multiple copies with each copy stapled, the above steps apply. Additional steps are required on the MFP per below.

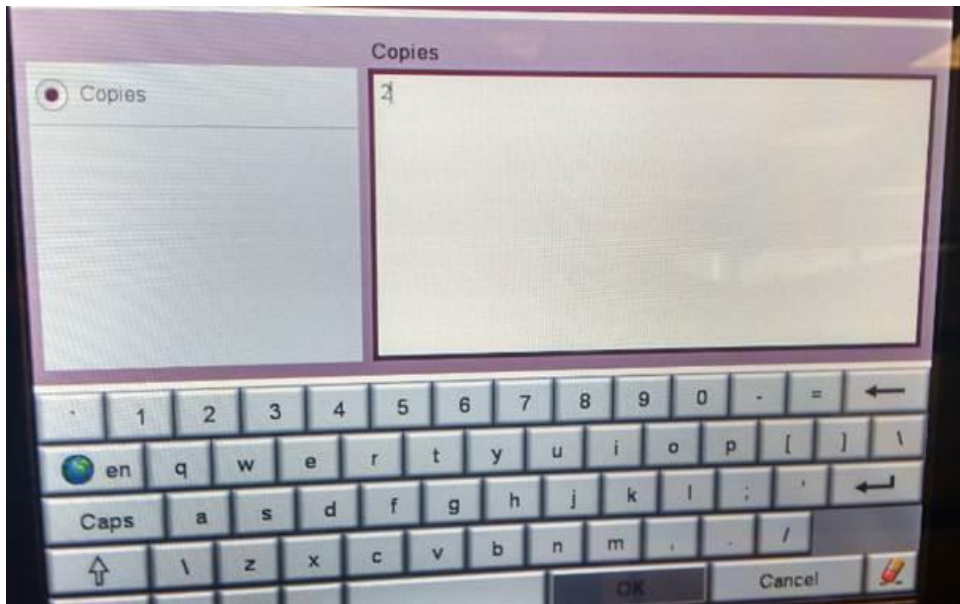Swipe your UPS ID badge and select Pull-Print.

Select the document you want to print by touching the box to the left of the name, this puts a check in the box.
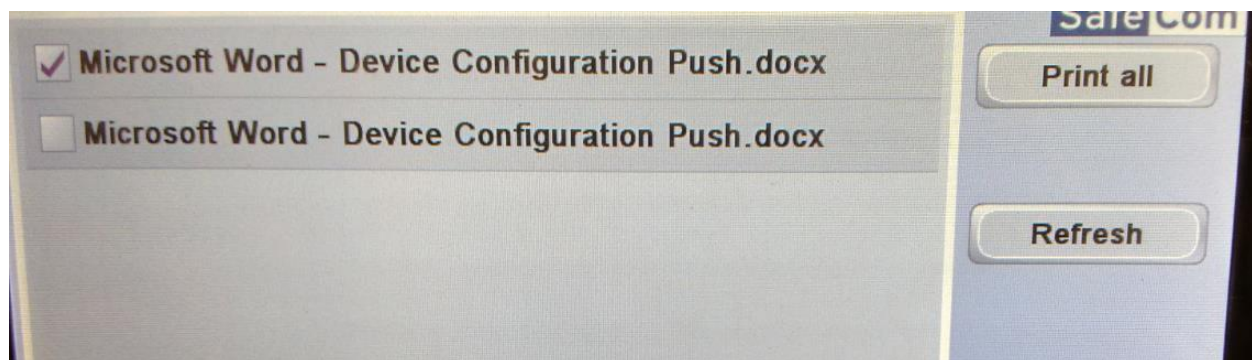
At the bottom right of the screen you will see "Copies" and a box next to it. Touch the box and a new screen opens.
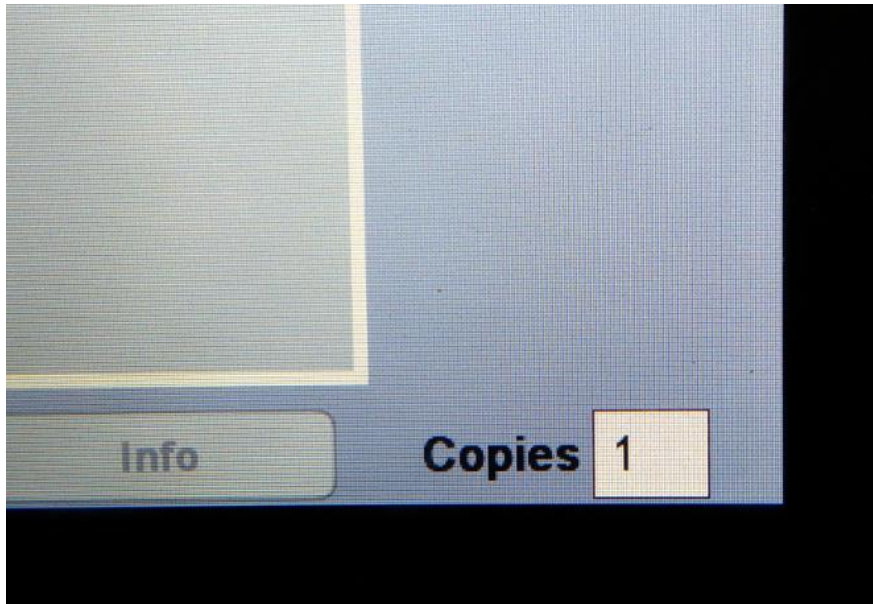
Enter the number of copies needed and select "OK"

Now select "Print" and that document will be printed with each copy stapled.