

Printing at 2420

You need to be connected to the Cisco HSVPN in order to print at 2420.

1. **There are 5 printers/copiers/scanners** we can use at 2420
 - a. NRC254 on 1st floor, north side
 - b. NRC016 on 2nd floor, south side
 - c. NRC017 on 2nd floor, north side
 - d. NRC018 and NRC019 on 2nd floor in mailroom #250
2. **From the Application**
 - a. From Word or..., **File, Print, Select Printer** from drop-down
 - b. Click on **Printer Properties or Print Options** (under drop-down box)
 - c. **Under Basic tab, Click on Modify** next to Job Type: box (**see pic below**)
 - d. **Change Normal Print to Locked Print** and **type your printing code** in the Password: box (**see pic below**) and click on OK
 - i. Codes are on UVA Box: <https://virginia.box.com/s/mnttyt2ki80u4fy2v0eug9dtwh7d81r9>

Change Job Type

Job Type:
Locked Print

Detailed Settings

Classification Code:
(Up to 32 alphanumeric characters [a-z,A-Z,0-9,-,_,])

User ID:
Create Own ID

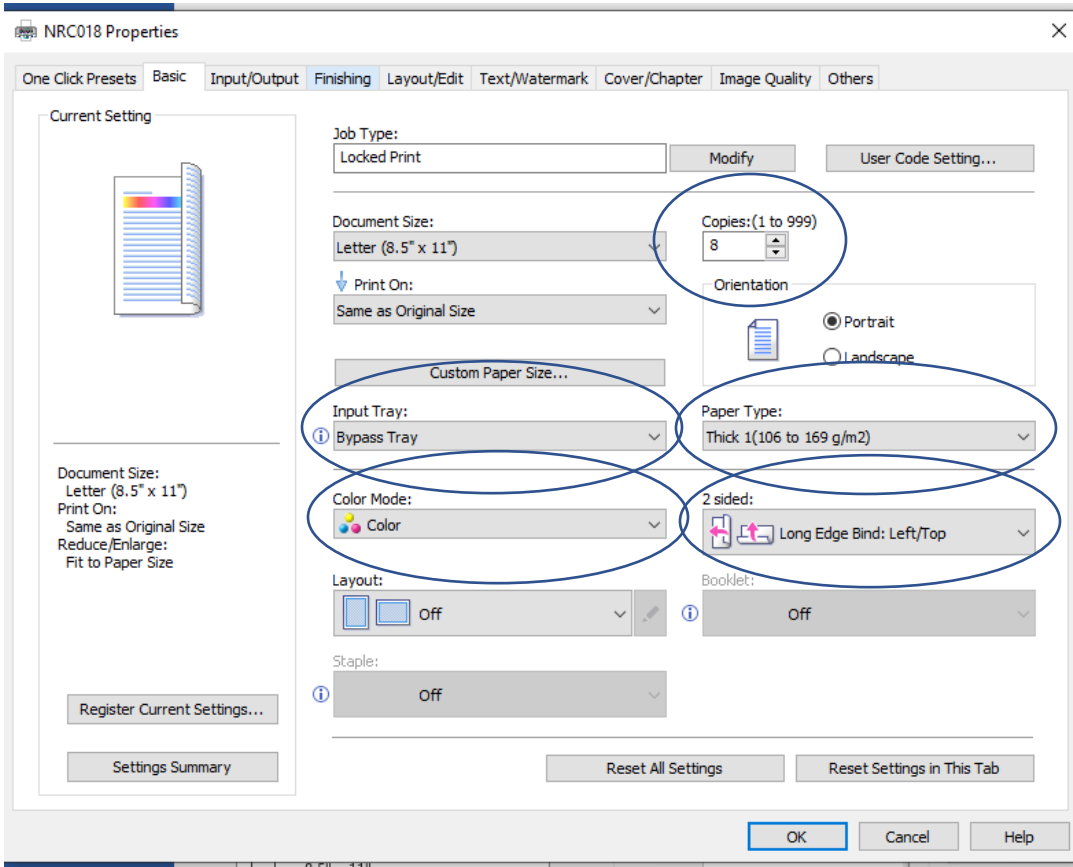
Enter User ID:
(Up to 8 alphanumeric [a-z,A-Z,0-9,-,_,,.,,/,,:])
lah2a

Password: (4 to 8 digit numbers)

TIP:
ENTER YOUR CODE
EVEN IF IT LOOKS LIKE A
CODE IS ALREADY IN
THE BOX!!

OK Cancel Restore Defaults Help

- ii. Check other settings like number of copies or double-sided print, etc., before you hit print
- iii. **If you're using letterhead or special paper in the printer** – after you set Locked Print and enter your passcode, please choose Bypass Tray



TIPS:

It's best to update **paper type and 2 sided options** from this page. **Two-sided printing is not available with every paper type and you can only tell this from this page.**

You can choose # of copies, Input Tray, and Color or B&W from this page as well.

It's best to choose **Bypass Tray** if you're using special paper, etc.

Test PDFs before printing a bunch.

- e. Click on **OK** and **Print** (You will know the print job was sent if you see a printer icon pop up in your bottom taskbar.)
- f. You will need to go through **Steps a-e above** for every application initially. I believe that your print code gets locked in after you do these steps once per application (if you don't close the application and use the same one or the same document), but you may still need to choose Locked Print

3. From the Printer

- a. Put letterhead/special paper in the Bypass Tray as applicable
- b. Tap touch screen to wake up printer if needed
- c. Tap **Printer Classic**
- d. Tap **Print Jobs** tab
- e. **Find User ID** of user who printed and tap on it
- f. Tap on **Print Job (File Name)** you want to print (There could be multiples.)
- g. Tap on **Print**
- h. Key in user specific **printing code** (keypad on right)
- i. Tap on **OK**
- j. Tap on **Print**

TIP:
PULL OUT ALL OF THE TRAYS FROM THE COPIER/PRINTER IF YOU'RE USING SPECIAL PAPER IN THE BYPASS TRAY.