

## Oklahoma City University School of Law Student Printing FAQ

All student printers have been replaced with new multifunction printers. The new printers will use PaperCut to manage print activities. Instead of adding each printer to your device, PaperCut allows you to add one print queue called “LawStudentPrint” which lets you choose any student printer in the building to release your job to. Law students’ yearly page allotments have been transferred to the new PaperCut system. The following document explains how to use the new printers.

### How do I add the new printers?

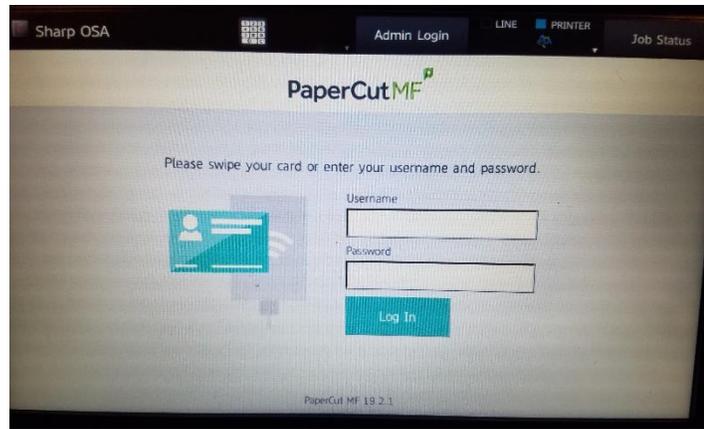
The student printers are all under one print queue call “LawStudentPrint”. To configure your device, please [follow these instructions](#). Look for the print queue called “LawStudentPrint” and enter your network/BlueLink credentials.

### Where are the printers located?

There are two printers located outside the computer lab on the 1<sup>st</sup> floor, one on the 2<sup>nd</sup> floor inside the library by the NE stairwell, and one on the 5<sup>th</sup> floor outside classroom 502. After you send your print job to “LawStudentPrint”, you may go to any of those printers to release it. The LexisNexis printer on the 1<sup>st</sup> floor is maintained by your LexisNexis reps, please contact them if there are issues with it. Please see the floorplans at the end of the document for locations.

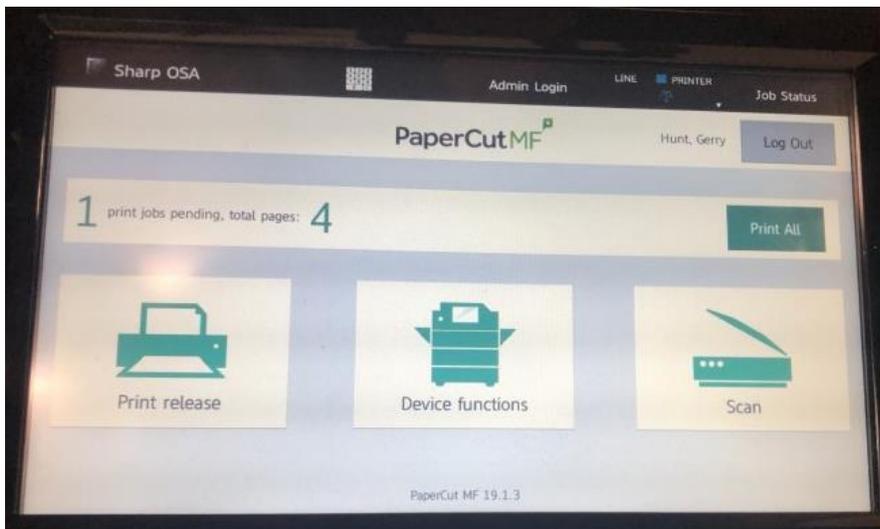
### How do I log in to a printer?

You need to log in to the printer before you can release your print job and to access additional printer functions. The fob you use to access the building can log you in to the printer. The first time you use your fob it will ask to associate it to an account. Put in your BlueLink username and password and hit set. Look for the sticker on the front of the printer that says “tap” and touch your fob to it. If you do not have your fob, enter your network/BlueLink credentials at the login screen to log in. If the screen is off and you need to enter your credentials, press the power save button which has a moon icon on it to wake it up.



### How do I release my print job?

After you are logged in to the printer you will be at the PaperCut home screen, choosing "Print All" will release every print job that is queued up. Choosing "Print Release" will let you select a specific job to print. Print jobs will be stored in the queue for 24 hours so don't worry about deleting something you may have sent accidentally. When you are done, log out of the printer by pressing the log out button.



### How do I scan and copy?

Press the Scan button on the PaperCut home screen. You will be able to scan to your OneDrive or school email. Additional scanning options like scanning to a usb drive can be found under Device functions from the PaperCut home screen. Copying options can also be found under Device functions. Make sure you log out of the printer when you are done.

### How can I view information about my print history?

Browse to <http://ocuprint.okcu.edu> and sign in with your network/BlueLink credentials. You can see your recent print history and send basic print jobs using the “Web Print” option.

### Can I print, copy, or scan at devices on OCU’s main campus?

Law students may use their yearly print allotment to print at devices on the main campus.

### Where do I go for additional assistance?

Please contact an LTS staff member for additional assistance. Law library circulation staff are also available to assist after hours and on weekends.

