

WELCOME TO LIONPRINT

HOW TO PRINT TO THE NEW LIONPRINT PRINT QUEUE

The Office of Information Technology is proud to introduce a new printing management solution to our campus community. Below are instructions and information on using this new program.

How do I print using the new LionPrint print queue?

1. Ensure that you have logged onto the computer as yourself. If you are not logged in as yourself, you will not be able to print or release your job successfully.
2. As we move to become a more economically & environmentally conscious university the default print settings on these printers will be to **2-sided black and white printing**. Should you wish to switch to 1-sided color printing, please refer to the printer's user manual for instructions.
3. Proceed to any Xerox printer that has LionPrint installed on it.** Enter in your Colleague ID number into the **pin code** field. Please note that this is your 7-digit ID number including any leading zeros.
4. The print jobs that you have pending will be automatically released to the printer. If you wish to release a print job manually, please refer to the printer's user manual for instructions.
5. Your document will then print out of the corresponding printer.

How do I copy, scan, and fax using the new LionPrint print queue?

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