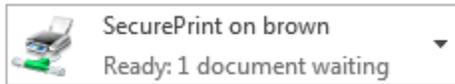# Printing at Mitchell Hamline – 2 ways…

Log into a computer

You can printing from lab or public use computers while on campus.

1. Log on using your Mitchell Hamline email and password for the username and password.
   i.e. firstname.lastname@mitchellhamline.edu | your_email_password
2. Open or create your document.
3. Print to the SecurePrint printer

4. You can now retrieve your document from the printer, see instruction below.

Email your document to the print queue

1. Email your document(s) to printing@mitchellhamline.edu from any computer.
   a. You can retrieve your document from any student printer within 24 hours.
   b. See instructions below on retrieving your print documents.

Retrieving Your Print Jobs

First Use

Registering your Mitchell Hamline ID card will provide quicker service in retrieving and printing your documents. Registering is needed only **one time**.

1. At a MFD device, scan your Mitchell Hamline ID card by placing or swiping it over the scanner.
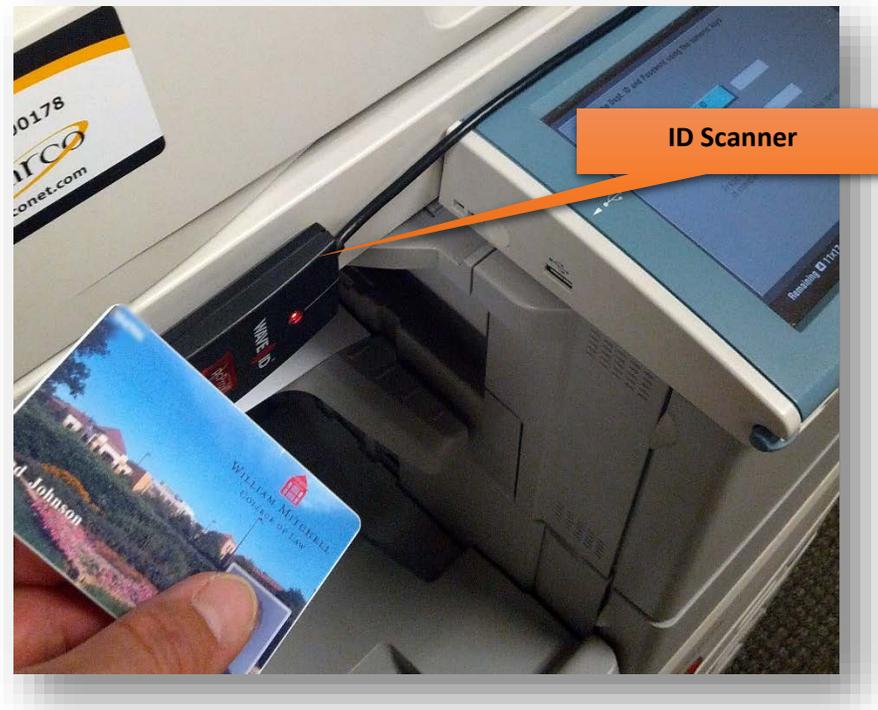
   a. You will hear a beep upon successfully swiping.

2. When prompted, type your Mitchell Hamline username and password to assign the card to your user account. (i.e. John.Smith | myPassword1)

   a. The next time you attempt to login with your card you will not need to enter your username/password, although you may login with your username/password, instead.

3. After registering your Mitchell Hamline username and password to your Mitchell Hamline ID card, logout of the system.

a. Press the **ID Button** on the touch pad to **Log Out** of your print queue.

The Follow-me print Queue

1) **Log Into you Print Queue**

   a) Scan your Mitchell Hamline ID card by placing or swiping it over the scanner.

b) You will hear a beep upon successfully swiping.

2) If you can print to more than your personal account, you will first be prompted to select the account you would like to print to.
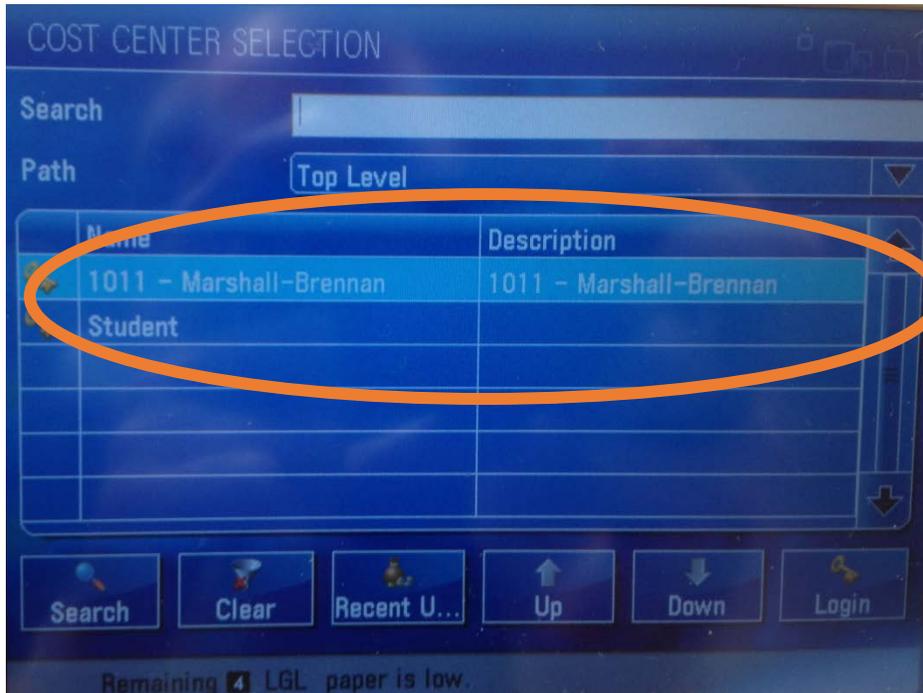
3) Touch on a line to select the account you want the print/copy charged to.
   a) If you select the wrong account or want to switch to another account to print/copy, logout and log back in to select a different account
   b) **Student** – is your personal student account
      i) **You should never print personal documents using the other accounts.**
   c) The other lines are the accounts you have access to print from.
      i) If you do not see the account you need to select, contact your supervisor.

4) Highlight the jobs you would like printed and press **Print & Delete**. This will print and then remove the job from your print queue. After your printing is complete, press **Logout**.

Make sure the document finishes printing prior to logging out of the uniFLOW system. If you log out prior to the document completing, it will not finish.

Contact the IT Services Helpdesk in the Library or call 651-290-6411 with questions or for more information.