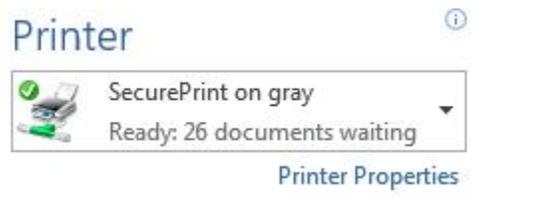


# Printing at Mitchell Hamline

Four printers are located in the Library Copy Room and additional printers are located in Hachey Commons and outside room 227. You can send a print job from either a Mitchell Hamline networked desktop or from your own computer or other mobile device.

**Printing from a Mitchell Hamline networked desktop** - Networked desktops are located in the Library Computer Lab and in the Copy Room in the Library.

1. Log in to the computer using your Mitchell Hamline e-mail and password. Include the @mitchellhamline.edu domain in your username: i.e. [firstname.lastname@mitchellhamline.edu](mailto:firstname.lastname@mitchellhamline.edu)
2. When ready to print, select **file > print** in the toolbar
3. Choose "SecurePrint on gray" in the Printer dialog box:



4. Click the "Print" button
5. The document is now in your print queue and retrievable from the printer of your choice following the instructions in the **Retrieving your print documents** section below. Print jobs remain in your print queue for 24 hours. After that, they are deleted.

## Printing from non-Mitchell Hamline networked computers or other mobile devices

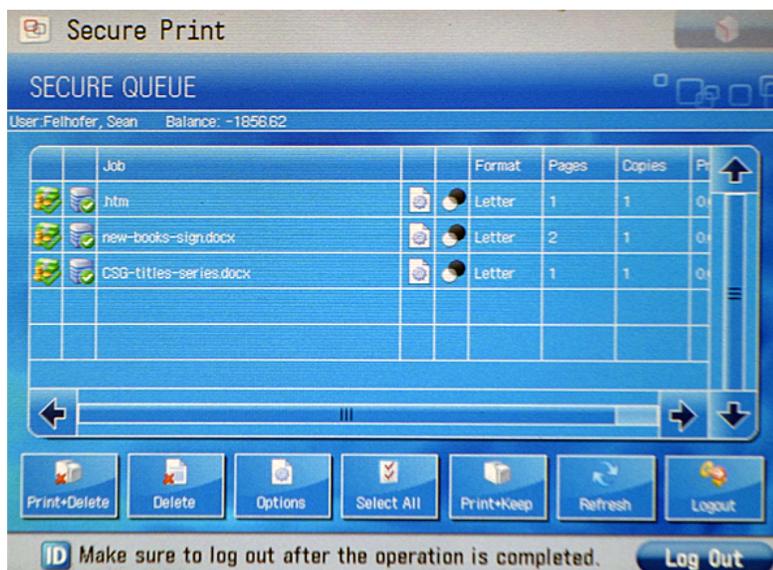
1. From your laptop, desktop, tablet, or phone, log in to your Mitchell Hamline Outlook account.
2. Add your document as an attachment to an e-mail addressed to: [printing@mitchellhamline.edu](mailto:printing@mitchellhamline.edu).
  - You do not need to add a subject line or text in the e-mail body.
  - Note that printing will **not** work for e-mails sent from gmail or other non-Mitchell Hamline Outlook accounts.
3. Send the e-mail. Your print job is now in your print queue and retrievable from the printer of your choice. Print jobs remain in your print queue for 24 hours. After that, they are deleted.

## Retrieving your print documents

1. If you have not already synched your Mitchell Hamline ID card to the Uniflow print system, please see [Setting Up Your ID Card for Printing, Scanning and Making Copies](#) for instructions on synching your ID card for printing.
2. For synched Mitchell Hamline ID cards, swipe your card over the card reader attached to the printer:



3. Your print queue will appear in the printer's dialog screen:



4. Select the the document/s you want to print.
  - The "htm" print job is the blank text of the e-mail sent to the print queue. Do **not** select it to print.
5. Choose "Print + Keep". The document will print and will remain in your print queue for 24 hours if you need to reprint it.
6. A charge of \$0.04 per printed page will be deducted from your printing account.

## Troubleshooting Common Printing Problems

My print job does not appear in the print queue:

- If printing from a Mitchell Hamline networked desktop, confirm that you set the Printer to SecurePrint on gray.
- If printing via e-mail, confirm that you were logged into your Mitchell Hamline Outlook e-mail account: <https://outlook.com/mitchellhamline.edu>
- If printing via e-mail, confirm that you sent the e-mail to [printing@mitchellhamline.edu](mailto:printing@mitchellhamline.edu)

My documents printed single-sided rather than double-sided:

- Follow the printing double-sided instructions posted in the Library Copy Room or, print from the designated duplex printer.

My legal-sized document won't print:

- Select the printer in the Library copy room that is designated for legal-sized printing.