FAQs for Print System

1) How do I print?

**Regular Faculty:** First, log in to the network using your office computer. [The ID and password are the same as that used for Mission Outlook email.] When a job is sent to the Ricoh/Lanier printer it will not be printed immediately. You must then go to the printer and enter your print id (4 to 8-digit number) on the printer’s control panel. Your initial print id can be found by logging in to the Faculty/Staff Portal (https://mymission.lamission.edu/facultylogin.aspx) and then selecting View/Edit Profile. (It will be shown in the Personal Information section as **Printing ID**). Once this code is entered, the job is released and printed at the machine.

**Adjunct Faculty:** Adjunct faculty are not required to login to the network as the computer is automatically logged in with a generic account when it is turned on. When a job is sent to the Ricoh/Lanier printer it will not be printed immediately: the system will bring up a **Print Assistant** window (shown below) for entering your network ID and password. [The ID and password are the same as that used for Mission Outlook email.] You must then go to the printer and enter your print id (4 to 8-digit number) on the printer’s control panel. Your initial print id can be found by logging in to the Faculty/Staff Portal (https://mymission.lamission.edu/facultylogin.aspx) and then selecting View/Edit Profile. (It will be shown in the Personal Information section as **Printing ID**). Once this information is entered, the job will be released and printed at the machine.

![Print Assistant Window](image)

Please refer to **Print Release Procedure** for complete, illustrated print release instructions.

2) What is my Print ID? Your initial print id can be found by logging in to the Faculty/Staff Portal (https://mymission.lamission.edu/facultylogin.aspx) and then selecting View/Edit Profile. You can then change your print id to be any 4 to 8-digit code.

3) What is my printing account budget and how much can I print? For the remainder of the 2009-10 academic year, the printing budget for regular faculty members is $50 and $25 for adjunct faculty members and staff. Since the cost per copy is 10 cents, this would amount to 500 copies for regular faculty and 250 copies for adjunct faculty and staff.

4) What happens if I exhaust my printing account budget? **Printing is not permitted with a negative account balance.** The system will keep track of all pages printed and copies made and not allow printing when the account balance is exhausted.

5) How is this print system related to Smart Copy? This system is separate from the Smart Copy System. Smart Copy allows faculty to make copies or print jobs with charges being made to a departmental account and is intended for larger scale print jobs. The print system is intended for smaller scale, incidental printing.

6) Is it possible for someone else to print or release my print jobs? No one will be able to print or release your print jobs unless your account id, password, and employee number have been acquired by others. Do not share this private information with others as it is a breach of District Policy.
7) Can I print from printers in different locations?  This system has the “follow me” feature. You will be able to reference and print jobs from any printer. However, the “follow me” is currently enabled only for faculty located in Bungalows 1 & 2. Printing can be directed to either Bung 1 or the IA Bldg.

8) How do I make copies? The procedure is the same for regular and faculty. Refer to Copy Procedure for complete, illustrated instructions.

9) Where are the printers located? Printers are in the following locations (may change as necessary)

<table>
<thead>
<tr>
<th>Location</th>
<th>Number of Machines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Center</td>
<td>1</td>
</tr>
<tr>
<td>Fac Office Bung 1,2</td>
<td>1</td>
</tr>
<tr>
<td>IA Bldg</td>
<td>2</td>
</tr>
<tr>
<td>CSB</td>
<td>1</td>
</tr>
<tr>
<td>CCDS</td>
<td>1</td>
</tr>
<tr>
<td>PE Bldg</td>
<td>2</td>
</tr>
<tr>
<td>LRC 217</td>
<td>1</td>
</tr>
</tbody>
</table>

10) Why have individual printing accounts been established? The print system was implemented to control printing costs. Individual accounts are necessary to limit excessive printing and maintain accountability.

11) How do I obtain a printing account? Your network account will serve as your printing account. (This is the account you use to log into your campus email.) If you do not have a network account, you will need to submit a request for an account through your department chair or unit manager.

12) How do I report printer problems? Printer problems pertaining to the Ricoh (Lanier) printer/copiers can be reported to department secretaries or directly via the Information Technology work request system http://support.lamission.edu/Tamis/default_IT.asp

13) How long will my job be available to be printed? Once a print job has been sent to be printed it can be retrieved from the print queue for up to eight (8) hours. The print job will be purged by the system after 8 hours if it is not retrieved.

14) How can I find my print account balance? The balance will appear on the printer’s control panel after each print or copy job is completed. You may also visit https://equitrac.lamission.edu:2941/webtools (from on-campus only) to view your balance. The login screen (below) will appear. Login as usual using your network ID and password.

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Logon

ID
Password

Log on
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15) Can I still use my desktop printer? Yes. The print system does not track printing or copying done using desktop printers. It only applies to the Ricoh(Lanier) copier/printers.