

Using a RedPrint Printer - Student Guide



RED PRINT

This guide will outline the basic operation steps to using a RedPrint printer to release print jobs (**after utilizing email to print or mobility print**), charge to your UCard accounts, make copies, and scan to your email box.

Step 1 - Tap your Ucard

- Tap your Ucard or Ucard Mobile Credential device on the HID card reader at any RedPrint printer to login.
- You can also login manually with your UNID & CIS Password.
- Note that newly issued Ucards take 24 hours to upload into the RedPrint system.
- Make sure there is money on your Ucard before attempting to copy / print. Instructions [HERE](#)

The login screen features the RedPrint logo at the top. Below it, a message says "Please tap your ucard/mobile credential or enter your username and password". To the left is an illustration of a Ucard being tapped on a reader. To the right are input fields for "Username" and "Password", followed by a green "Log in" button. On the far right is a numeric keypad with letters, a "Reset" button, and "Start" and "Stop" buttons at the bottom. The bottom status bar shows "Status Monitor" and "Remote Operation is being used..."

Step 2 - Select your Printer / Copier Function

- Users will see two options, "Print Release" or "Access Device".
- **Print Release:** Release print jobs submitted via Email to Print or via Mobility Print. Docs are retained for 4 hours.
- **Access Device:** Access the copier to make copies of a physical document or scan a document to email

The main menu shows the user's name "JIM INNES (U0951257)" at the top right. Below the name, it says "1 print job pending release" and "1 page total" with a green "Print all" button. The main area has two large icons: "Print Release" (a printer) and "Access Device" (a copier). The right side features the same numeric keypad as the login screen. The bottom status bar is identical to the previous screen.

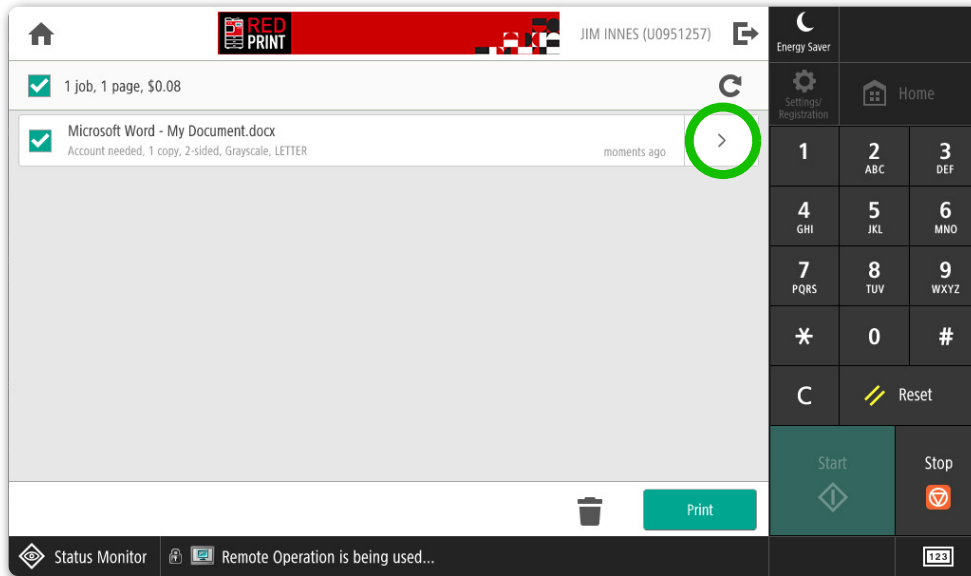
Print Release Option

Release print jobs submitted by Email to Print or Mobility Print.



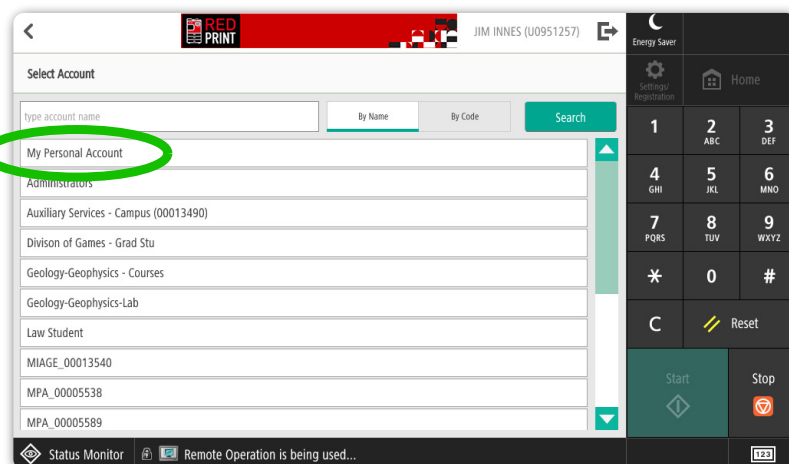
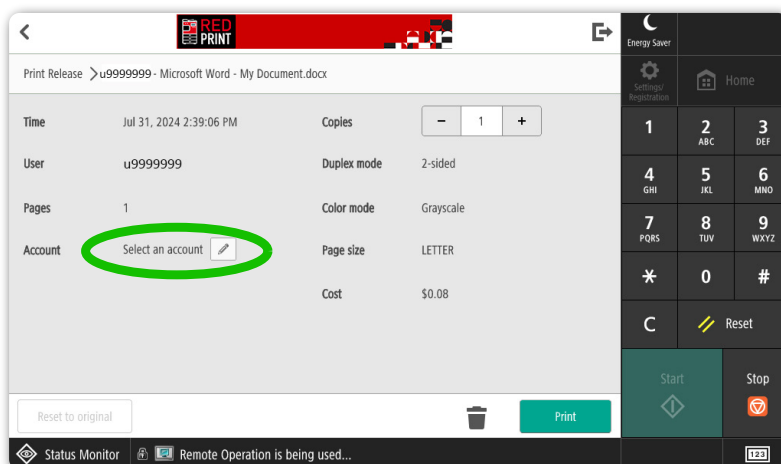
Step 1 - Select Your Documents

- Select the document in your list of jobs to print by clicking the arrow to the right of it
- This is where you can select the details of your print document. Change the quantity, double or single sided, color or black and white settings here.
- There is no staple or 11x17 option for Email to print. Please use [Mobility Print](#) to utilize those options.



Step 2 - Select Your Payment Method

- If you are a student, the job will be charged to your UCard balance, "My Personal Account".
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- You can add funds to your UCard balances by visiting your My UCard Portal at <https://myucardonline.utah.edu>.
- Student who are University employees - **DO NOT BILL PERSONAL PRINTING TO YOUR DEPARTMENT.**
- If you are a TA or a graduate student with authorized printing privileges, select the department you are associated with for billing.

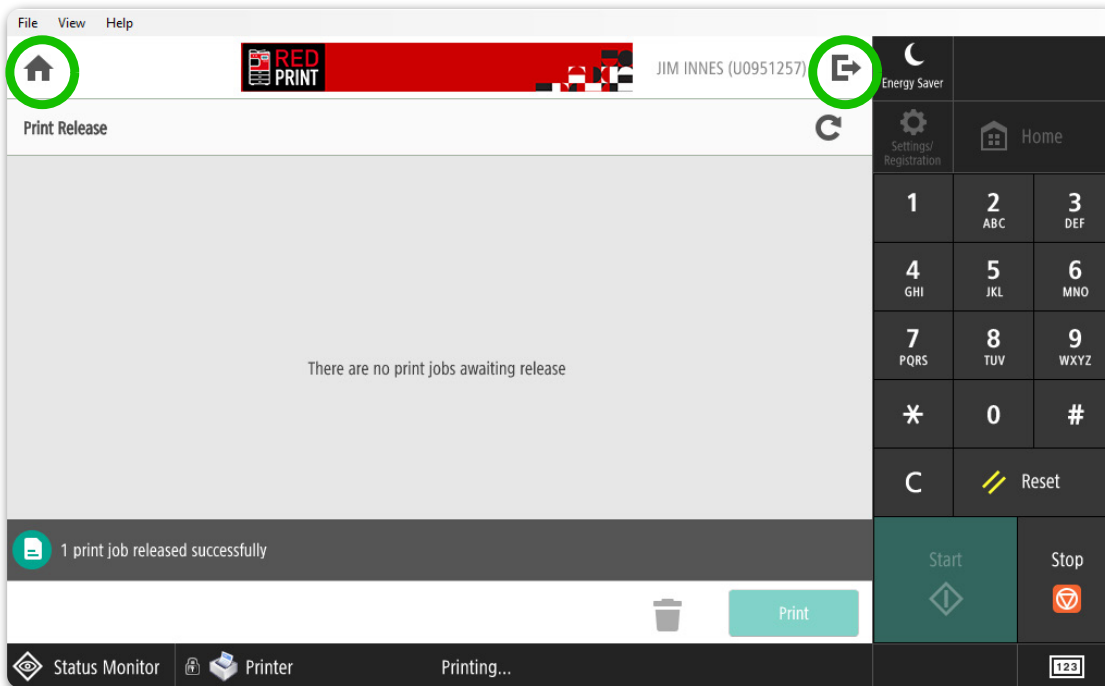


Step 4 - Print!

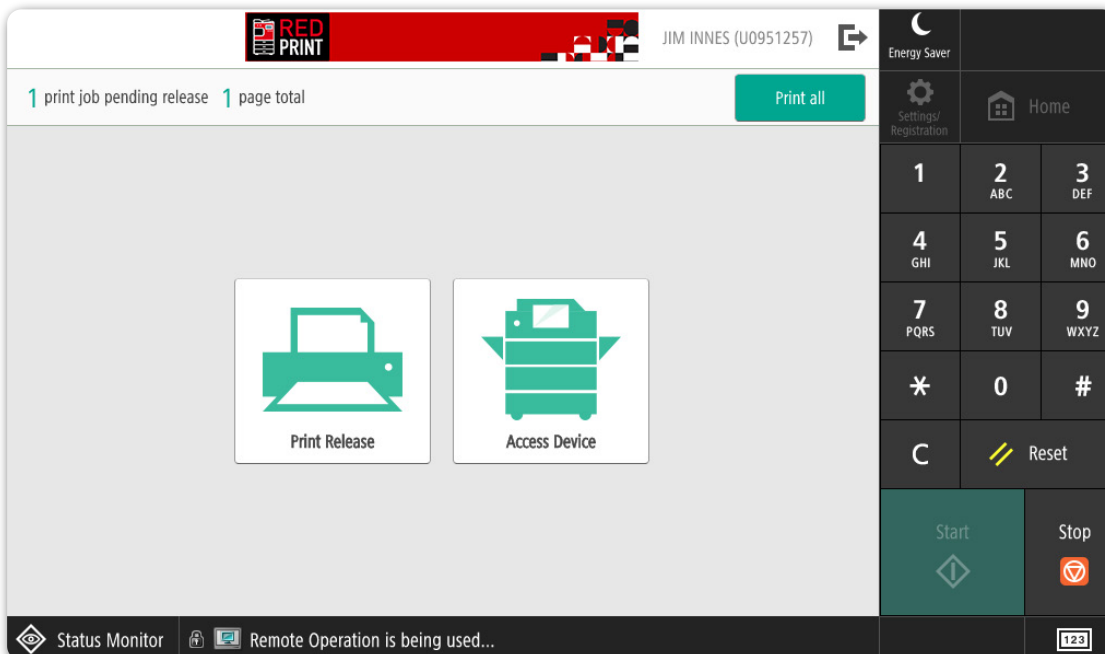
- After account selection, the job will print. Please logout of the printer before leaving the location.
- If you experience a jam, paper or toner issue, resend the document and select a different RedPrint printer to print from. Locations found [HERE](#).
- Please reach out to us at copiers@utah.edu to report issues

Step 5 - Logout or Navigate back to Home Screen

- Once all print jobs are released, this screen will display. You can click the Home icon to perform further tasks, or the Logout icon to end this session.
- A logout icon will show at the top of every screen to allow easy exit from the device. Tapping your UCard or Mobile Credential on the badge reader will also log you out of the device.



- If you need to do additional functions on the RedPrint device like copying or scanning, navigate back to the home page and select "Access Device".
- See the following pages (4-5) to learn about copying / scanning.

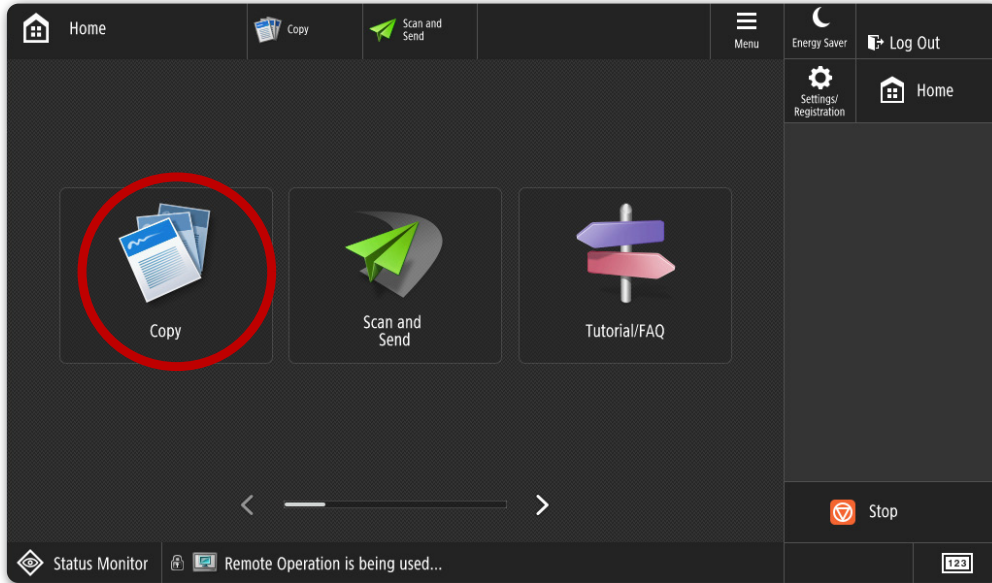


Access Device Option - Make Copies



Step 1 - Select "Copy"

- Once you have selected "Access Device" you are presented with the printer's standard home screen.
- For the Copy option, you will see the standard copier screen where you can select your settings and click "Start".
- The copies made will be charged to your UCard balance. Note: The device will deduct funds per-page copied, if funds run out before the copy job is complete, it will stop making copies and display Canceling Job at the bottom of the screen. You can check your UCard balance at your My UCard account portal <https://myucardonline.utah.edu>.

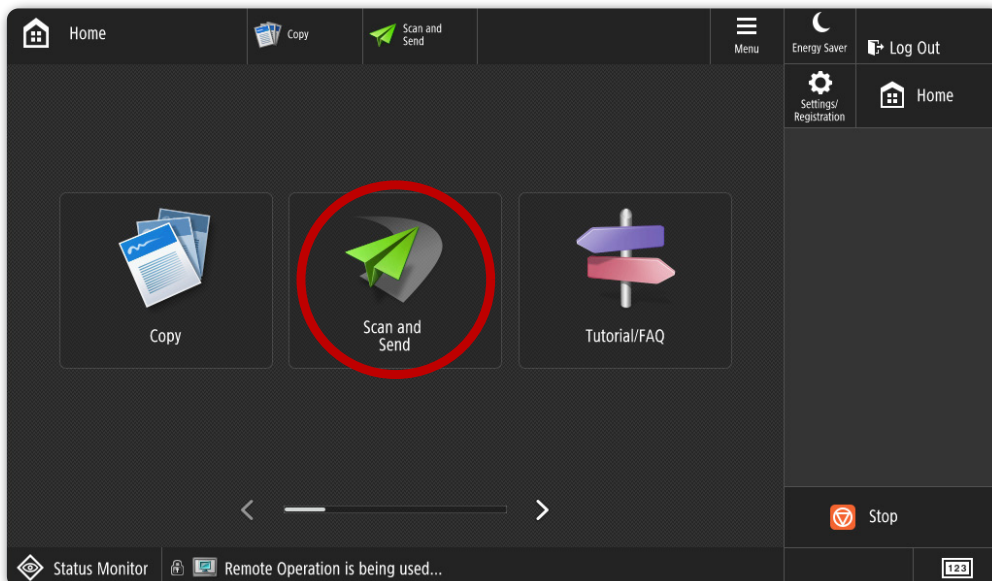


Access Device Option - Scanning



Step 1 - Select "Scan"

- Once you have selected Access Device you are presented with the printer's standard home screen.
- For the scan option you will be taken to the address book / scanning page.
- There is no cost for the scanning function on RedPrint devices.

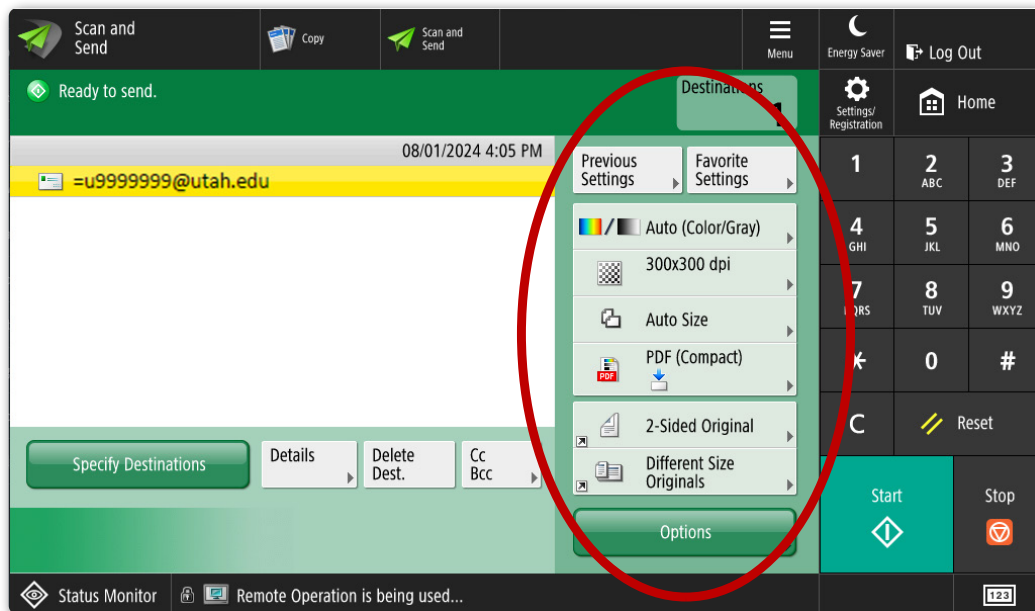
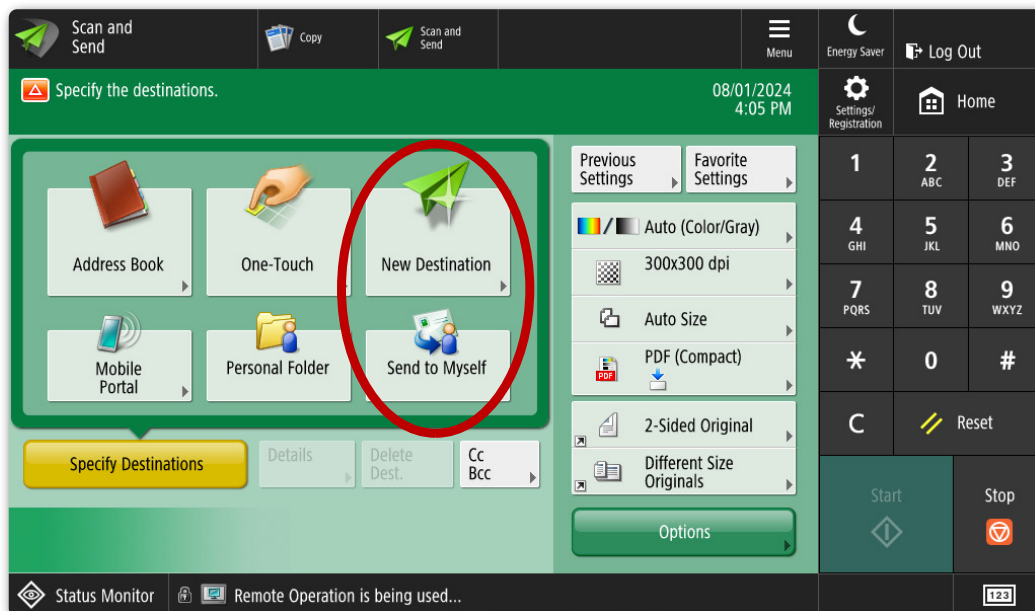


Step 2 - Select your Scan Destination

- Clicking on Scan and Send will show the screen below (device models will vary on options shown).
- Select the "New Destination" where you can enter the email address manually.

OR

- Select the "Send to Myself" option from this screen you this will send the scan to your preferred email address in CIS.
- Note that the mobile portal and personal folder options are not supported or configured.
- You can make setting changes, color or black and white, resolution, file type, double or single sided etc.
- Place the documents in the printer for scanning and select "Start" to scan and email the document.



Step 3 - Logout or Navigate back to Home Screen

- Once all print jobs are released, you can click the Home icon to perform further tasks, or the Logout icon to end this session.
- A logout icon will show at the top of every screen to allow easy exit from the device. Tapping your UCard or Mobile Credential on the badge reader will also log you out of the device.