BluePrint

Details

- Print/copy/scan capability
- 25 print/copy/scan stations on campus
- $.08 for black and white print
- $.25 for color print
- Print from mobile devices via e-mail

Printing options

- eMail your document to bw@creighton.edu or color@creighton.edu
- Web upload your MSOffice, PDF or web address to: http://printing.creighton.edu
- Install a driver on your personal computer from http://printing.creighton.edu

To Release Print at Student Printer:
1. Swipe Creighton ID with Jaybuck$ credit to login (two beeps indicates a successful login).
2. Swipe Creighton ID to logout when done (be sure to logout).

More information at:
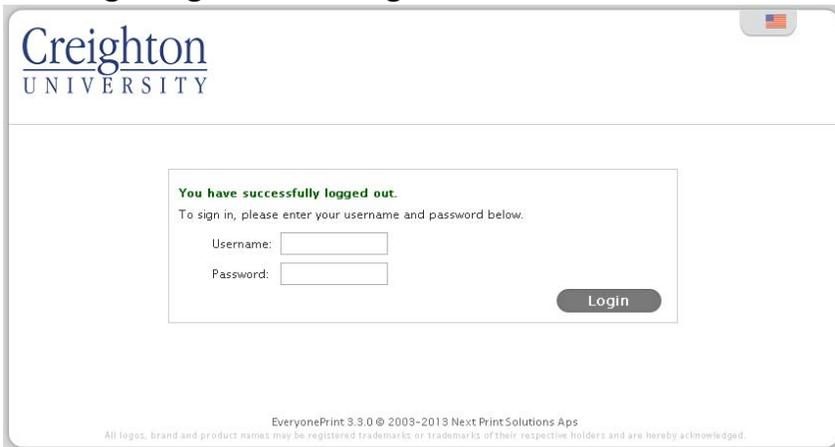http://doit.creighton.edu/studentprinting

Students have four different ways of printing to any of the Xerox Student Printing devices.

1. Email the document as an attachment to bw@creighton.edu (for black and white printing) or color@creighton.edu (for color printing). Email has to be sent from a creighton.edu account.

The other two printing solutions involve an internet browser *(Internet Explorer, Google Chrome, Firefox, Safari)*. Log into *http://printing.creighton.edu* with your Net ID and password.

2. Upload a document and print via the website
3. Download the driver to print by clicking on the Driver Print option and follow those instructions.
4. Print via an installed driver on Creighton owned public machines in labs and libraries.

Printing.creighton.edu Log-in Screen:

Once you are logged in you can use or learn more about the submission options by clicking on one of the tabs for web print, driver print or email print
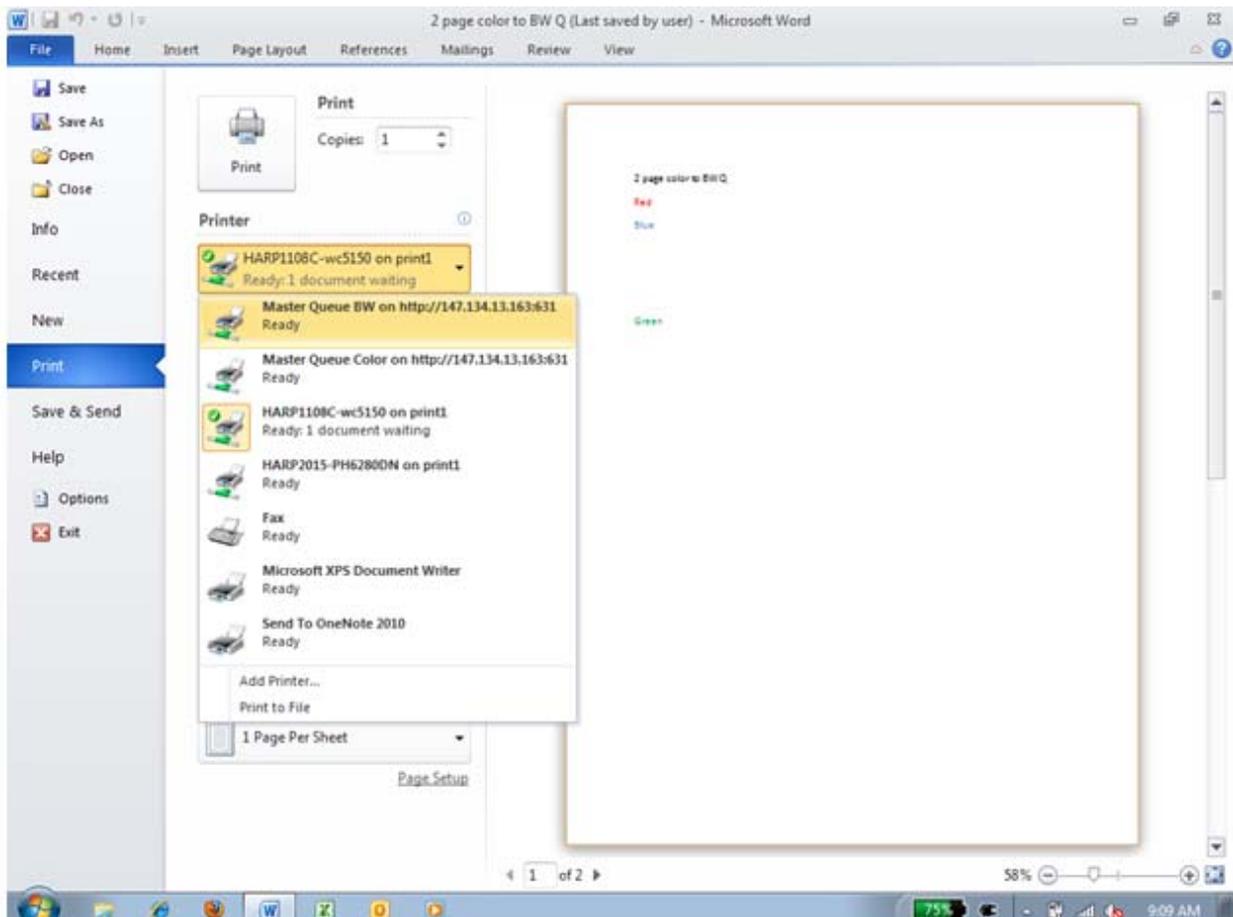
About Driver Print
An installed driver offers more features (say you want to print your PowerPoint presentation).

You have two options:

On your personal computer: You can install a driver following the instructions at http://printing.creighton.edu
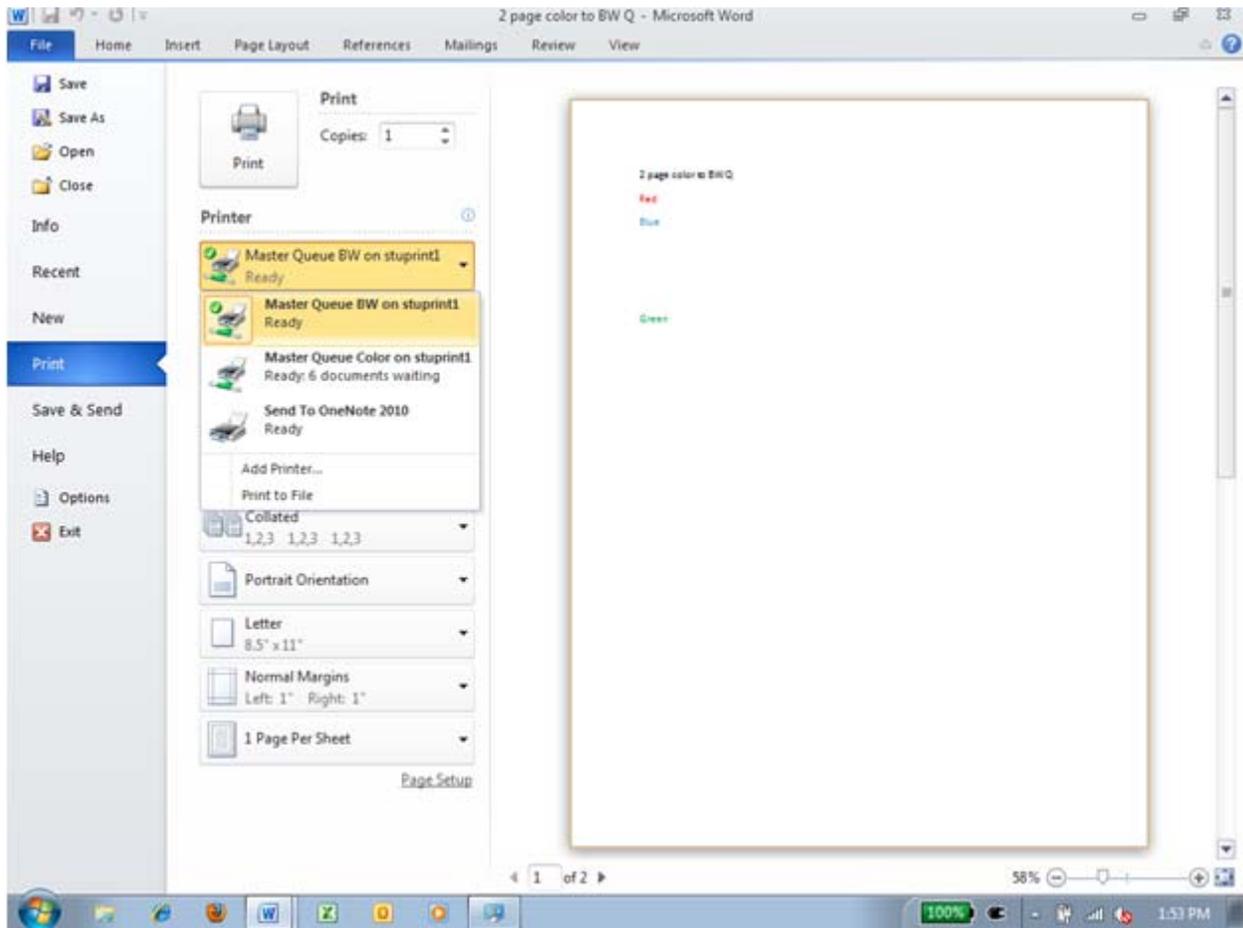
On Creighton lab, or library computers the driver is already installed.

You can use driver print by going to the print feature in any application. The example below uses MS Word and the driver downloaded from printing.creighton.edu:
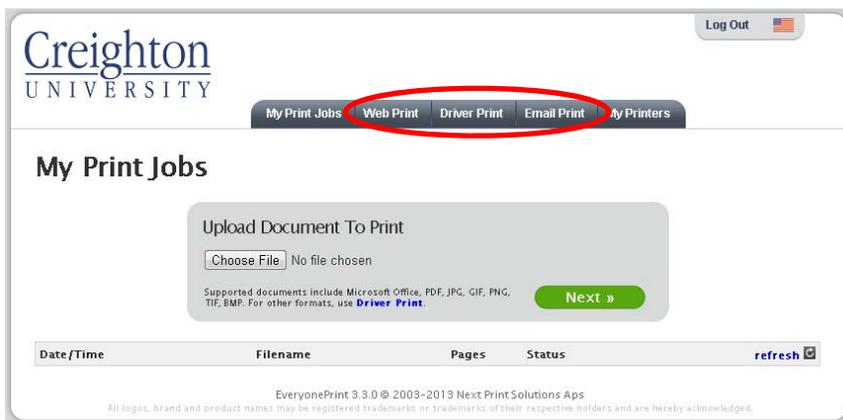

Simply locate the Master Queue you wish to use (color or black and white) and configure as needed.

A Creighton public computer user would see the following screen:

Again, simply locate the Master Queue you wish to use (color or black and white) and configure as needed.

When You Get To The Printer

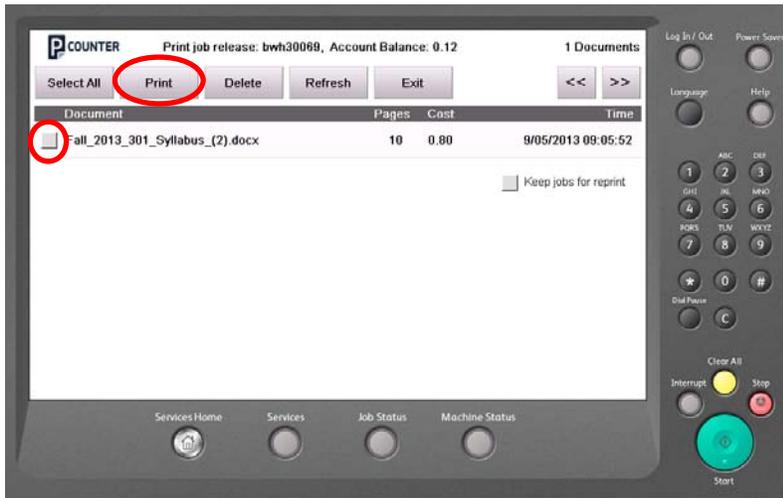Once the print job is submitted by one of the methods above you can go to any Xerox Student Printing device on campus and swipe your JayBuck$ card for

authentication. If you do not have your JayBuck$ card you can choose the alternate ID button in the upper right corner of the user interface. After you swipe your card it may take up to 8 seconds for the screen to change.

Select print job release to print a submitted print job

Check the box for the print job you want to print. Once the box is checked select the print button. Printing may take up to 60 seconds to print on the printer depending on the job size and server activity.
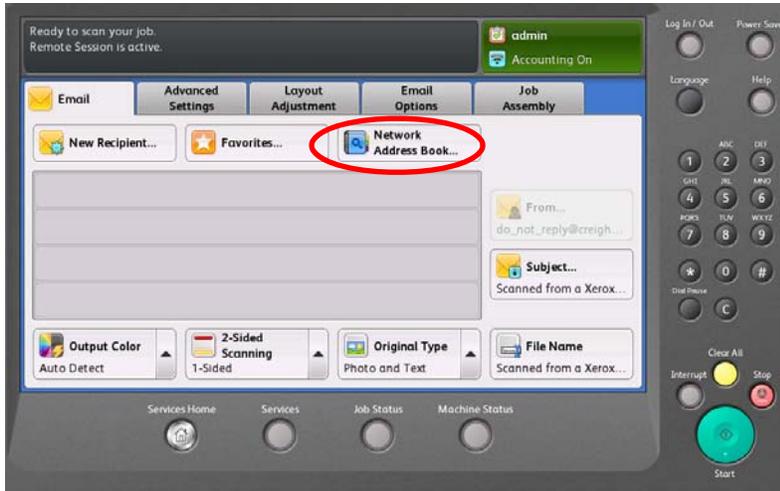
If you select copy:

You can then select one of three options:

If you select email your email address (or the one associated with the Jaybuck$ card that was swiped) will populate. If you want to send the job to someone else, you can select Network address book and enter the first 3-5 characters of the receipts last name.

When you're done swipe your card to log out.

If you need assistance please call

402-280-1111 Option 5

Send questions and comments to:

Blueprint@lists.creighton.edu