

PRINTING ON HUSSON MACHINES!

All Husson copiers are configured with Find-Me Printing!

1

When you are ready to print, **Select File > Print** as usual and select your printing destination:

- Find Me Printing (B/W)**
- Find Me Printing (Color)**

2



Releasing your job:

Swipe your EagleCard at one of the Find-Me printers to release your print job. Please note you can also manually enter your HU Network ID & PW to access your print jobs.

Common Printers include...

- Harold Alford Hall
 - Agile Workspace – 130
 - Hallway 161 - 169
 - Adjunct Workspace - C201A
 - Hallway 261 - 269
- Peabody Hall
 - 222 – Hallway
- Peabody/O'Donnell Commons Connector
 - (2nd & 3rd Floor)
- Research & Education Center Lobby
 - (Marshall Road)
- Resident Hall Printers (Bell, Carlisle, Hart, & DLC)

- Newman Gym Copy Center
- Center for Family Business

For Color Printing:

- Harold Alford Hall C102A - Adjunct Workspace
- Meeting House 144
- Newman Gym Copy Center
- Sawyer Library
- Campus Center (24-hr)

NOTE: The first time you will be asked to associate your EagleCard with your Husson Network Account.

Enter your network credentials when prompted. You will only need to do this the first time you swipe your EagleCard.

ALSO: *You will need to swipe your card again to release your print job.*

3

Confirmation Screen:

You will be able to select print jobs & delete items if desired. You may be prompted to select a department to bill the print to.

4

Using the Copier:

Swipe, as if you were releasing a print job, and select the "Use Copier" button. You will then be prompted to confirm the account being billed to.

5

Don't forget to Log out!

Need more help? Contact us. Call **207.973.1000** or visit IT (ground floor) in Bell Hall

Office Hours: M – F 8:00 am – 5 pm