



INFORMATION TECHNOLOGY

Find Me Printing FAQ

FIND ME PRINTING:

Send your print job securely to the **"Find Me Printing - Students"** print queue from **any** device and pick up your print job at your convenience from one of the AU printers.

- You need your **AU ID Card (Tap to Print)** or **network account** to physically release your print job at the printer of choice.
- **Find Me** printers or **cloud** printers are in multiple locations and provide secure and flexible printing services.



Print from your personal device
<http://PS3.ad.ashland.edu:9163/setup>
Printer name or queue name = "Find Me Printing - Students"

Login to kbox.it.ashland.edu and reference KB:00209 for How to install a Network Printer - Tech Support Center (419) 289-5405 **KEY FEATURES**

- Send your print jobs to a single print queue and collect them from any student printer.
- Fewer trips to the printer; you can send multiple jobs to the queue to be printed and collected at your convenience.. Print from a computer lab, Student workstation or use Cloud Printing to print from a personal computer, tablet, or smartphone.
- Security, your print jobs are not printed until you release the print jobs when standing at the printer of choice from a printer.
- Flexibility, you virtually print from any device to multiple locations and avoid waiting in line.
- Print credits are only used when a page is printed. Printing requires you to release the job.
- Print jobs are held for 4 hours until system deletion, so there is no loss of print credits.

PRINTER LOCATIONS

- HCSC 1st Floor
- HCSC 2nd Floor
- Library Main Floor
- Library IRC
- Seminary Library
- CON 1st Commons
- CON 2nd Commons
- Dauch 1st floor Hallway

How will Printer Click adjustments work?

Printing "Click" Adjustments will follow these rules:

- Black & White = 1 Click
- Color = 2 Clicks