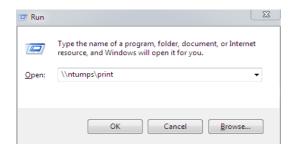
# **How to Send Print Job to NTUMPS**

### Mapping to print queue \\ntumps\print

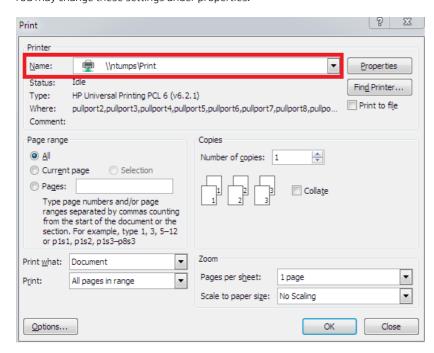
Go to Start → Run command.

Type \\ntumps\print in the Run command and press OK.



Once the print queue has been mapped successfully, select \\ntumps\\print or Print on ntumps under printer name when sending a print job.

Default settings: A4, Plain, Duplex, Grayscale, Auto select tray. You may change these settings under properties.



After the print job has been sent to the \\ntumps\print queue, you may go to collect the print job by tapping your staff card on the blue sticker.



## **Collecting Print Job from Printer with Color Touch Screen**

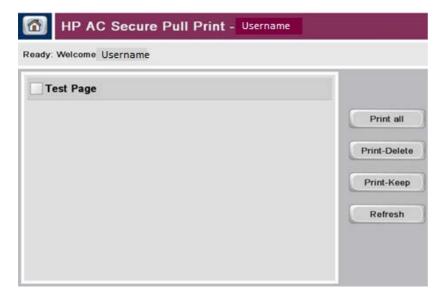
To collect your print job, press the HP AC Secure Pull Print icon.



Press Print all to collect all jobs sent.

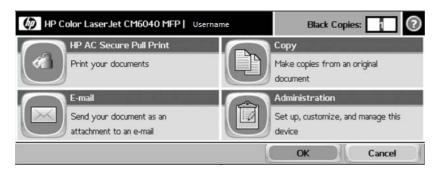
Check to select file(s) and press **Print-Delete** if you need to print and delete from server.

Check to select file(s) and press Print-Keep if you want to print the same file(s) another time.



## **Collecting Print Job from Printer with Mono Touch Screen**

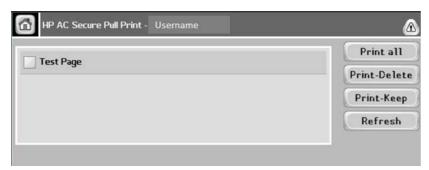
To collect your print job, press the HP AC Secure Pull Print icon.



Press Print all to collect all jobs sent.

Check to select file(s) and press Print-Delete if you need to print and delete from server.

Check to select file(s) and press Print-Keep if you want to print the same file(s) another time.



#### **Managing Print Jobs**

To view and manage your print jobs, open a web browser and type in the URL http://ntumps/mydoc.

