

# The Alverno Campus Print queue

In addition to any existing printers you have installed on your computer, you can also send print jobs to the **Alverno Campus Print queue** and release them from any campus Canon multi-function device (MFD) or network printer with a card reader attached. This queue has been installed on all faculty/staff and lab computers.

Choose the **Alverno Campus Print queue** for the following printing functions:

- **Confidential or secure printing.** Jobs sent to the **Alverno Campus Print queue** *only* print when you go to a Canon MFD or network printer with a card reader attached, and swipe your Alverno ID card or enter your Alverno username and password. You won't have to worry about others accidentally viewing or even picking up your print jobs with theirs.
- **"Follow me" printing.** Print jobs sent to the **Alverno Campus Print queue** from your desk can be retrieved at *any* campus Canon MFD or network printer with a card reader attached using your Alverno ID or network username and password. Example: If your office is in Corona and you have a meeting or class in RC, you can print your handouts to the **Alverno Campus Print queue** and then retrieve them at the Canon in RC109, right next to the ATM. You can even pick and choose which print job(s) to release at any device or delete print jobs you no longer need or want.
- **Color printing.** If you don't currently have access to a color network printer, you can send color print jobs to the **Alverno Campus Print queue** and retrieve them on the color Canon device down in the mailroom, which is available 24 hours a day, seven days a week (when the College is open). This color MFD is capable of printing up to 11x17" color documents.
- **Mobile/Remote printing** – You can email your print job to [mobileprint@alverno.edu](mailto:mobileprint@alverno.edu) from your smartphone, tablet, or personal laptop, from on or off campus, and retrieve it from any campus Canon MFD or network printer with a card reader. See [Mobile/Remote Printing](#) for details.

## IMPORTANT:

- Whether you are retrieving an Alverno Campus Print queue print job, scanning a document, or using the device to make photocopies, simply wave your Alverno ID card near the proximity card reader until it beeps to gain access and be presented with options.
- You may also sign in using your Alverno network login and password if you don't have your Alverno ID with you.
- You will automatically be logged off after a couple minutes of inactivity, but it's always a good idea to log off when you are finished.
- Any print jobs sent to the Campus Print queue that aren't retrieved will be deleted from the queue after 24 hours, and you'll need to re-send them to be able to retrieve them.

Tech Services is happy to show you how to use any of these features. In addition, we can help you with the touchscreen on the device and sending scans directly to your own or any email address. Please enter an [Alverno Service Desk](#) request for assistance.