ComDoc Printer Instructions

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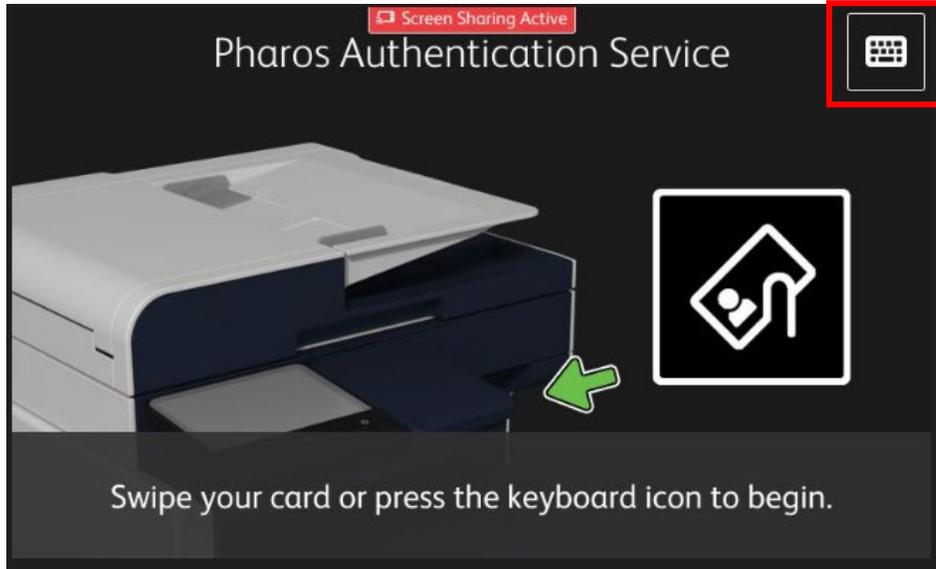
Logging In

You have two options when logging directly into the device:

Option 1: Swipe your Wright1 Card

Option 2: On the startup screen, select the keyboard in the top righthand corner (see below) and enter your Campus 'w' username and password

Once logged in you are taken to the Print Release screen where you can print from Secure Print. For other functions, press 'Exit' or the Home button on the device to get to the home screen. Here you can select if you want to make copies, scan a document to your email, send a fax (if available), or return to print release.
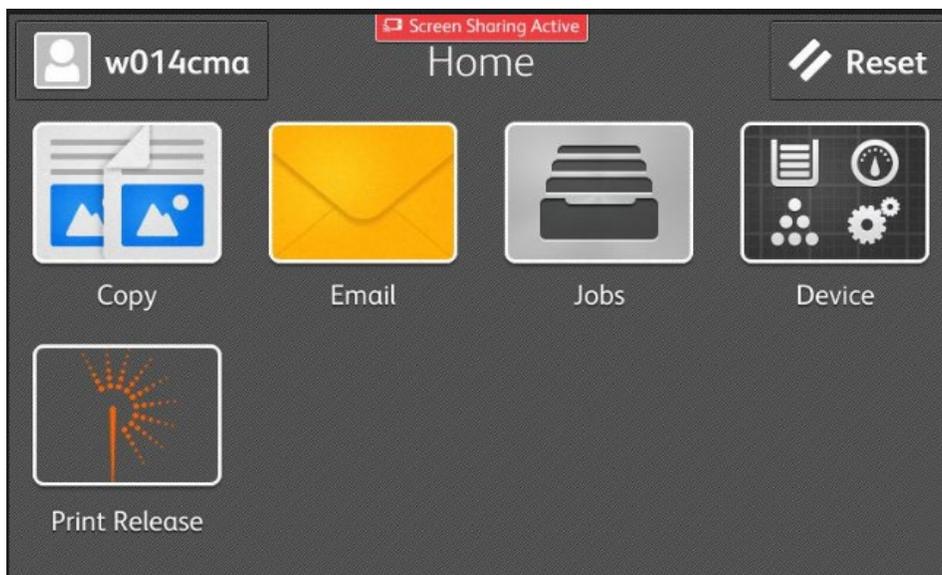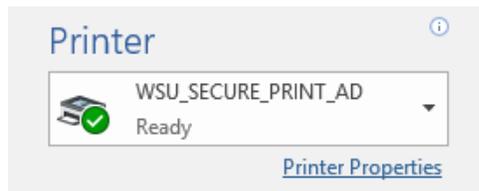
Printing

Option 1: Secure Print

With the Secure Print option, you must swipe your Wright 1 card at a multifunction printer in order to release your print job. Since the print job is held in a queue and released only when you swipe, this provides better protection when printing sensitive documents. You can also choose to print your document at any device on campus.

Installing the Secure Print Driver and Releasing Print Jobs

1. Visit wright.edu/printers
2. Select the correct driver under the 'Faculty and Staff Secure Print' section on the printers page
3. Once the driver finishes downloading, finish the installation process
4. When printing a document, select WSU Secure Print from the printer dropdown list, and select Print


5. Swipe your Wright1 card at any device on campus to release your print job

Option 2: Direct Print

The second option for printing is using Direct Print. With the Direct Print option, you can print directly to a specific device. You do not have to swipe your card to release the print job. Instead, you must authenticate on your computer screen with your campus username and password after you send your print job. You stay authenticated for Direct Print until you restart your computer.

Installing Printer Drivers and Printing

1. Visit wright.edu/printers
2. Under the 'Faculty and Staff Direct Print' section, select the building the printer is in from the dropdown list
3. Find the room number that corresponds with the printer's location; select the correct driver link for your computer's operating system (Windows or Mac)
4. Once the driver finishes downloading, finish the installation process
5. When printing a document, select the printer you want the job to print to from the printer dropdown list, and select Print
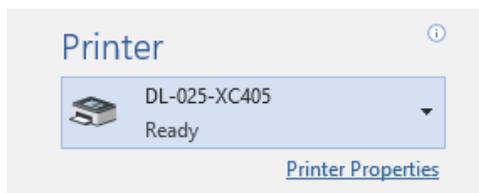

6. If prompted, enter your Campus 'w' username and password, and select the FOAP you wish to charge your print job to
7. The document will print on the device selected from the dropdown list

Specifying Printer Properties

For each of the following, start by going to the Print menu, selecting the specific printer from the dropdown list, and click Printer Properties.

Printing in Black/White (Default)

In the Printer Properties menu, select the Image Options tab. Make sure the box next to 'Xerox Black and White' is **checked**. Click OK to exit the menu and print your job as normal.
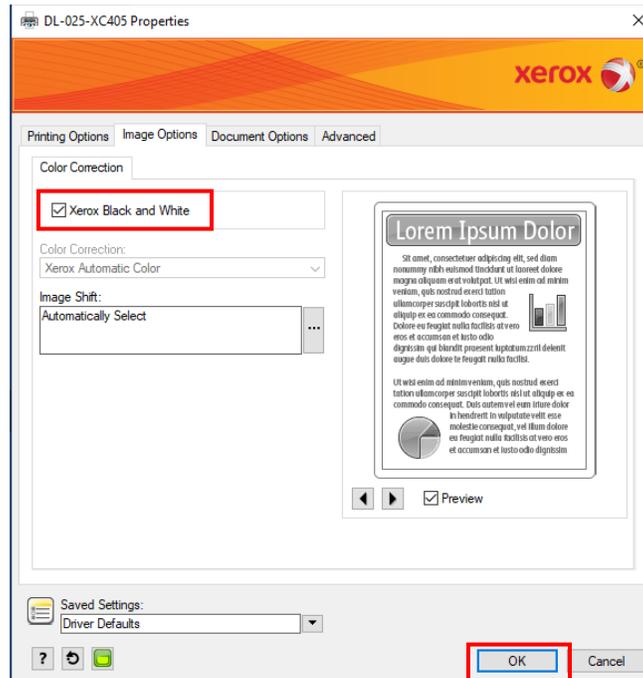

Printing in Color

In the Printer Properties menu, select the Image Options tab. Make sure the box next to 'Xerox Black and White' is **unchecked**. Click OK to exit the menu and print your job as normal.
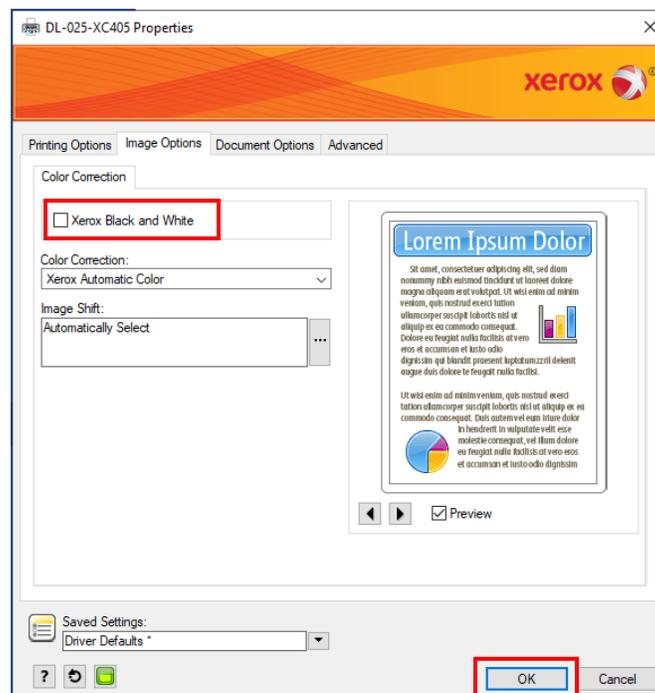
Double-Sided Printing (Default)

In the Printer Properties menu, click the drop-down arrow under 2-Sided Printing and make sure '2-Sided Print' is selected. Click OK to exit the menu and print your job as normal.
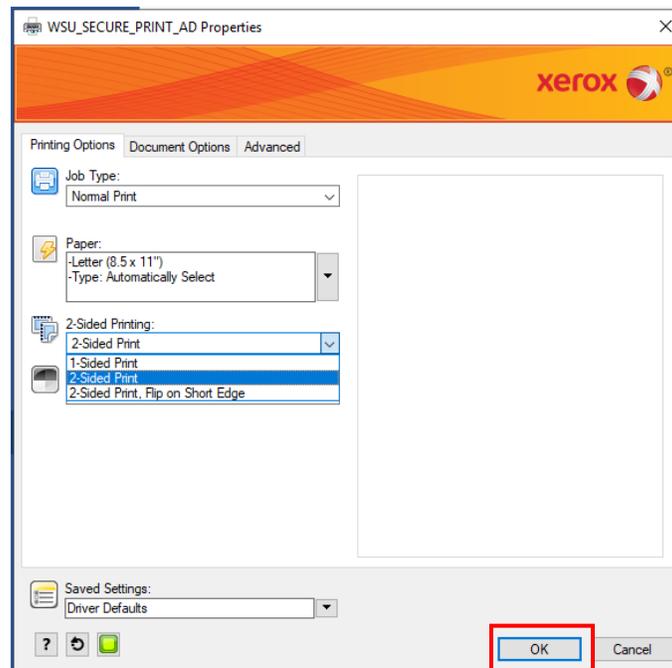
Single-Sided Printing

In the Printer Properties menu, click the drop-down arrow under 2-Sided Printing and select '1-Sided Print'. Click OK to exit the menu and print your job as normal.
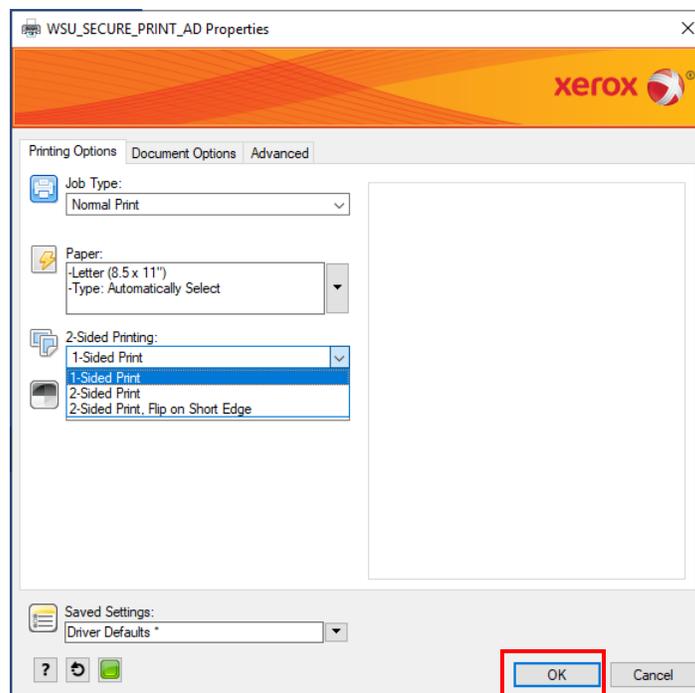
Printing on a Special Type of Paper

To print on a special paper type, you must first adjust the settings on both the printer and your document:
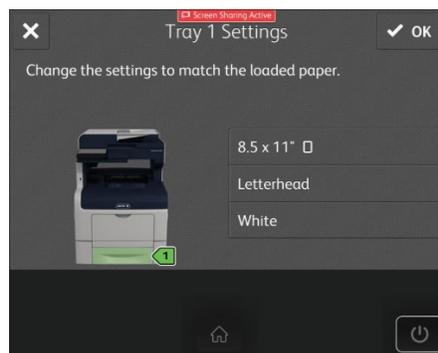
Changing the Printer Settings on the Device

1. On the printer you are sending the job to, load the special paper into one of the printer trays
2. You will then need to select the paper type for that tray; you should be prompted to select the paper type once you shut the tray
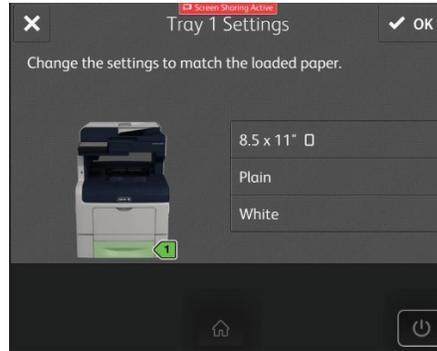
3. Select 'Plain' to open the paper type menu, and select the type of paper you have loaded in the tray; click OK
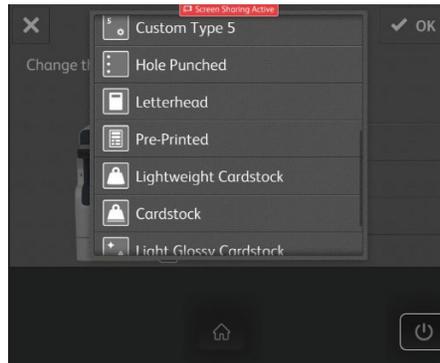

4. Select 'White' to change the paper color, if applicable, and select the color of the paper you have loaded in the tray; click OK
5. Once the settings match the type of paper you are printing on, click OK

Changing the Print Settings on the Document

1. In the Print menu, select Printer Properties
2. Click the drop-down arrow under Paper and click 'Other Type'. Select the specific type of paper you have loaded in the printer tray
3. Click OK to exit the menu and print your job as normal
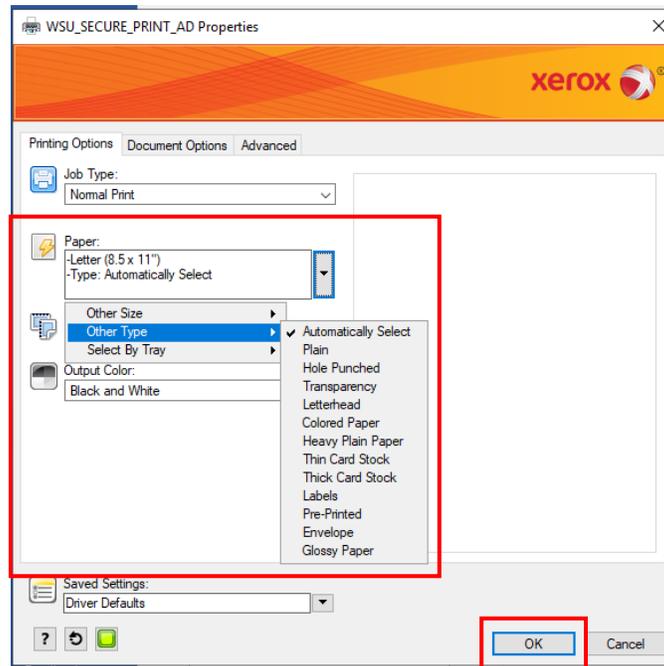
Clearing Out Wrong Passwords

Windows Users

Option 1: Restart your computer

Option2: Clear Passwords in Pharos

1. Open the Start Menu
2. Select 'Pharos Popup Client Configuration' from the Programs menu
3. Click 'Clear Saved Answers Now'

Mac Users

Option 1: Restart your computer

Option 2: Clear Passwords in Pharos

1. Click the Macintosh HD icon
2. Follow this path: Library -> Application Support -> Pharos -> PopupConfiguration
3. Click 'Clear Saved Answers Now'

Copying

To copy a document, you will first need to log in to the printer using one of the methods described above.
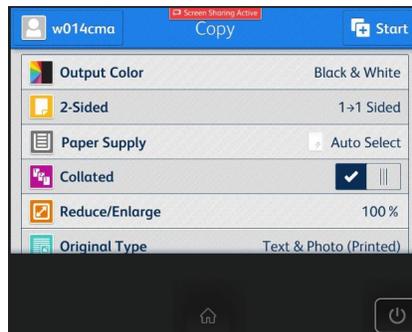
1. Place the document you wish to copy in the tray on the top of the printer or open the top and place it on the glass
2. Select 'Copy'
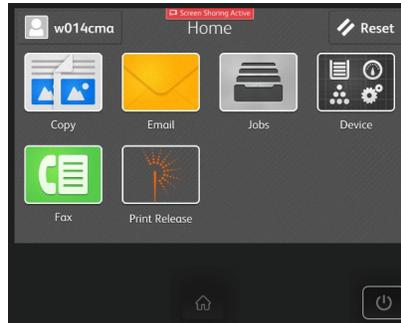
3. Select how many copies you want made of your original document

4. Adjust the settings using the menu according to how you want to copy your document (black/white, color, 1 or 2-sided, etc)
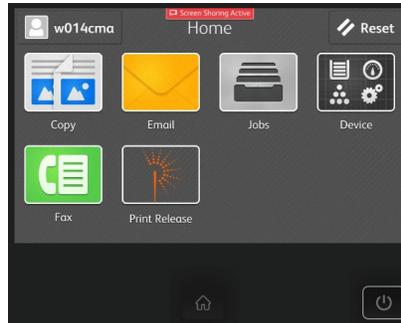

5. Once you're finished adjusting the settings for your job, hit 'Start' in the top right corner
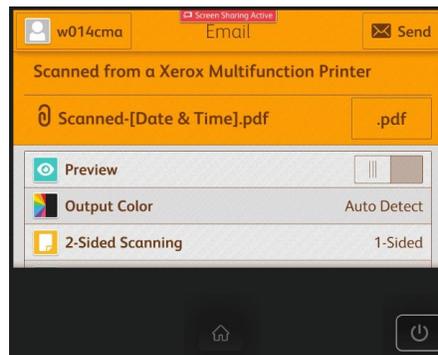6. Your copies will be printed on the device you're working on

Scanning

To scan a document, you will first need to log in to the printer using one of the methods described above.

1. Place the document you wish to scan in the tray on the top of the printer or open the top and place it on the glass
2. Select 'Email'

3. Adjust the settings using the menu according to how you want to scan your document (1-sided vs 2-sided scanning, etc)


4. Once you're finished adjusting the settings for your job, hit 'Send' in the top right corner
5. You will receive an email with your scanned document shortly after hitting 'Send'

Faxing

To fax a document, you will first need to log in to the printer using one of the methods described above.

1. Place the document you wish to fax in the tray on the top of the printer or open the top and place it on the glass
2. Select 'Fax'
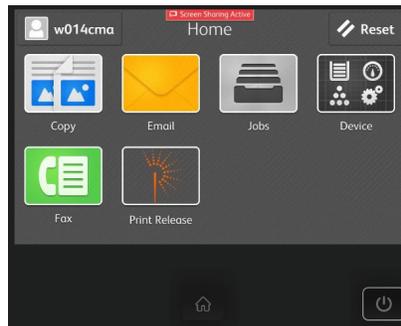
3. Enter the number you're sending the faxed document to:
   - **On-Campus:** Dial the four-digit extension
   - **Local:** Dial 9-1-area code-desired number (i.e. 9-1-937-xxx-xxxx)
   - **Long-Distance:** Dial 9-1-area code-desired number (i.e. 9-1-937-xxx-xxxx)
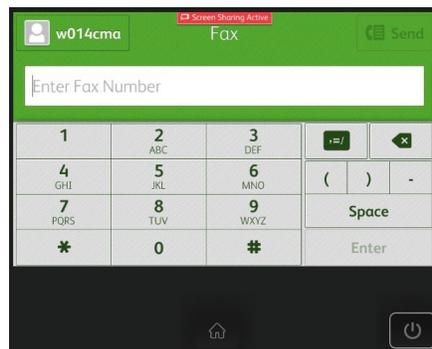
4. Hit 'Enter'; adjust the settings using the menu according to how you want to fax your document (1-sided vs 2-sided, etc)
   Note: You must enter the fax number before adjusting your settings
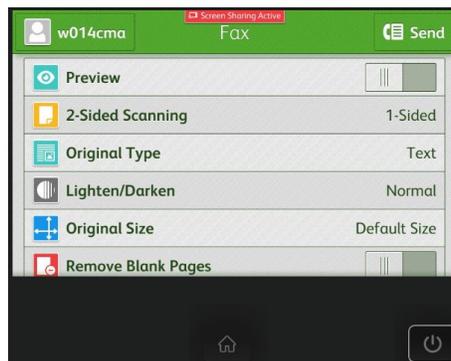
5. Once you're finished adjusting the settings for your job, hit 'Send' in the top right corner
6. By default, devices only print a confirmation page if the fax has failed; to confirm your job has sent you can return to Home and choose Jobs to see the latest Jobs including faxes