

## Multi-Function Device Mapping

### Purpose

This procedure provides the standards for accessing a Multi-Function Device (MFD) that has the configuration and releasing of lock print function. The intent of these standards is to ensure time efficiency, print efficiency and accuracy in mapping printers.

### Scope

These standards apply to all Tulsa Public Schools personnel, including principals, teachers and support staff.

### Procedure

To access the printer map, click on the following link or type the Uniform Resource Locator (URL) / address using Internet Explorer: [www2.tulsaschools.org/printers](http://www2.tulsaschools.org/printers)

1. Select the site where the printer will be mapped. (Figure 1)

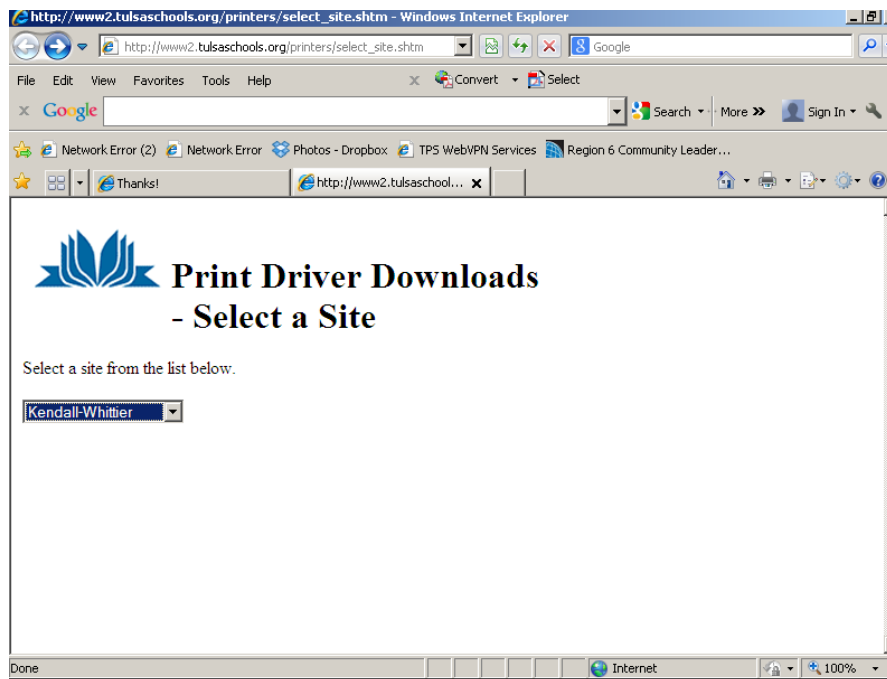


Figure 1

2. Figure 2 illustrates a sample floor plan of Kendall Whittier. The floor plan depicts icons to show where printers are located throughout the site or floor. Use your mouse to hover over a printer near your location. The printer's room number, printer name and type (Black & white or color) will appear.



**Figure 2**

3. When you determine the desired printer location, click the printer icon.
4. Click "Open" when the popup window appears requesting you to open or save the file.



**Figure 3**

5. Select “Run” when the security popup window appears. (Figure 4)



Figure 4

6. When the security popup window disappears, the printer is available for printing.
7. To select one of these printers as the default printer, open Printer settings” (Windows XP - Select “Start, Printers and Faxes”, or Windows 7 – Select “Start, Devices and Printers”).
8. Right-click the printer you wish to be the default printer and select “Set as Default Printer”. (Figure 5)

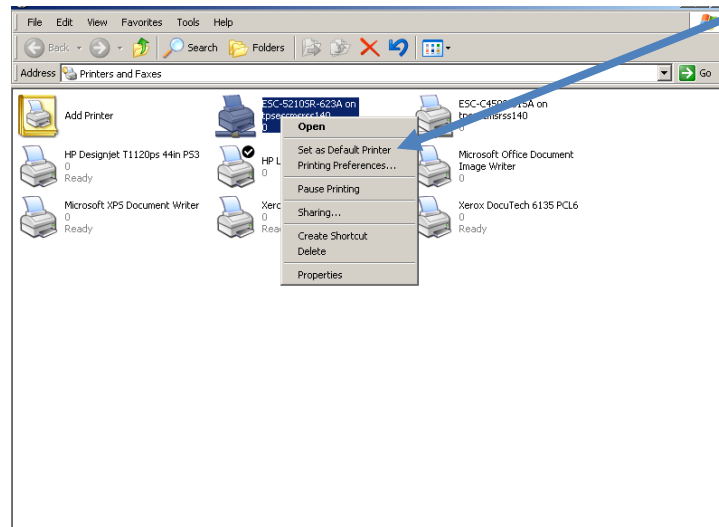
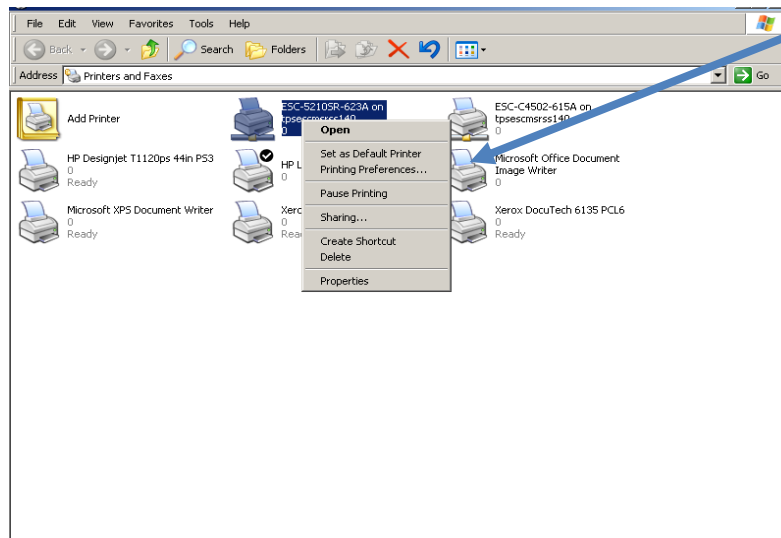


Figure 5

## Format Print Driver Preferences

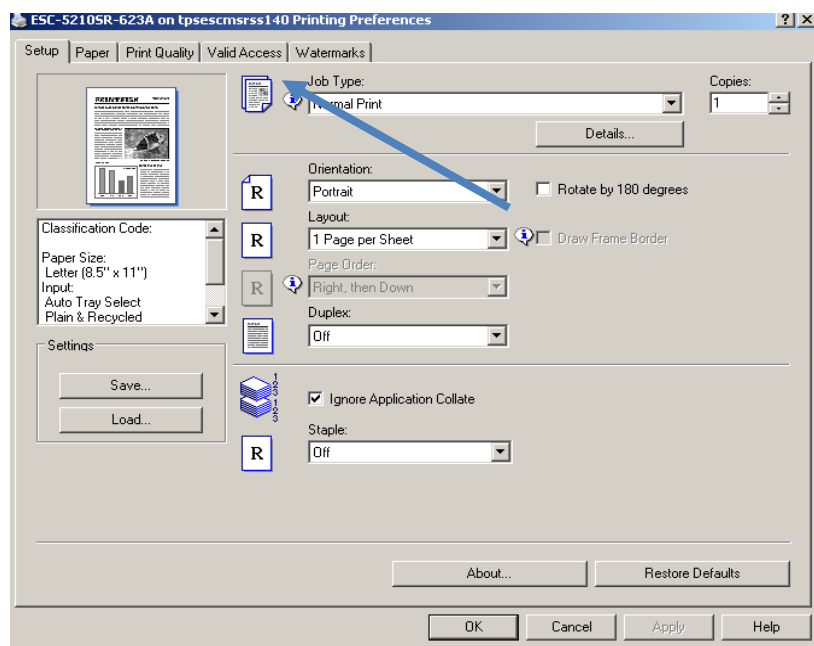
### Windows Instructions

1. Right click on the print driver (ESC-5210SR-623A on tpescmsrss140 for B&W MFD or ESC-C4502-615A on tpescmsrss140 for Color MFD) and select Printing Preferences.



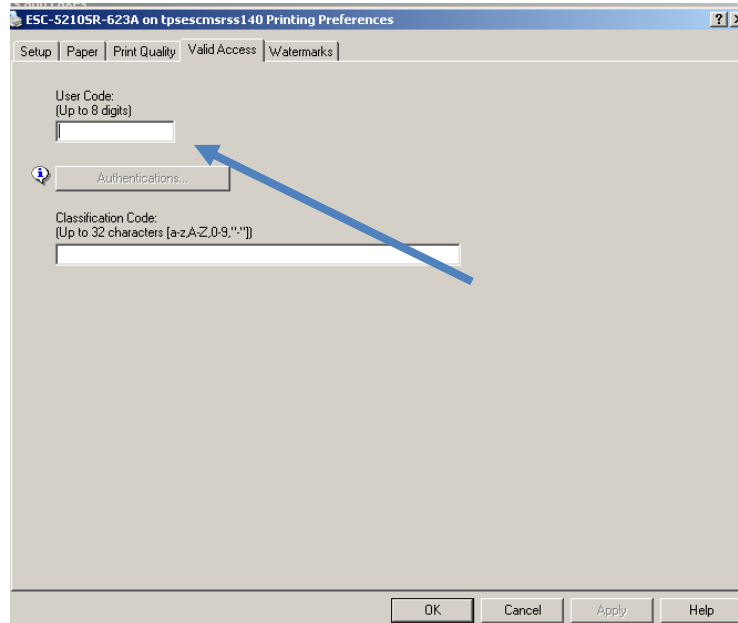
**Figure 6**

2. Select "Valid Access" tab at the top of the page.



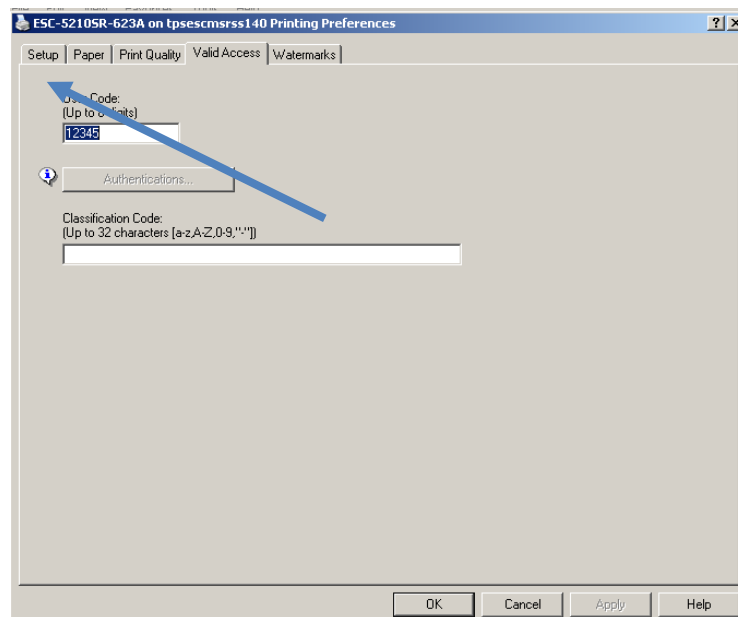
**Figure 7**

3. Type your Employee ID in the “User Code” box and select “**Apply**”.



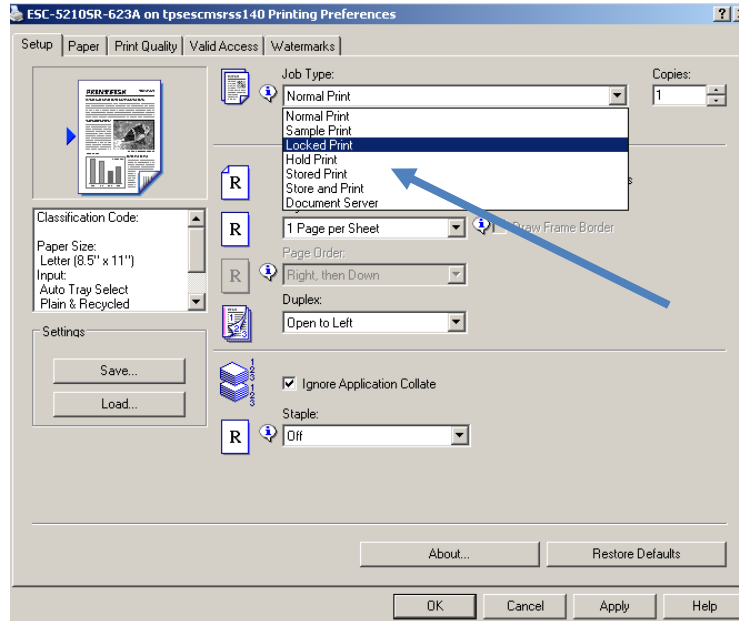
**Figure 8**

4. Then select “Setup”.



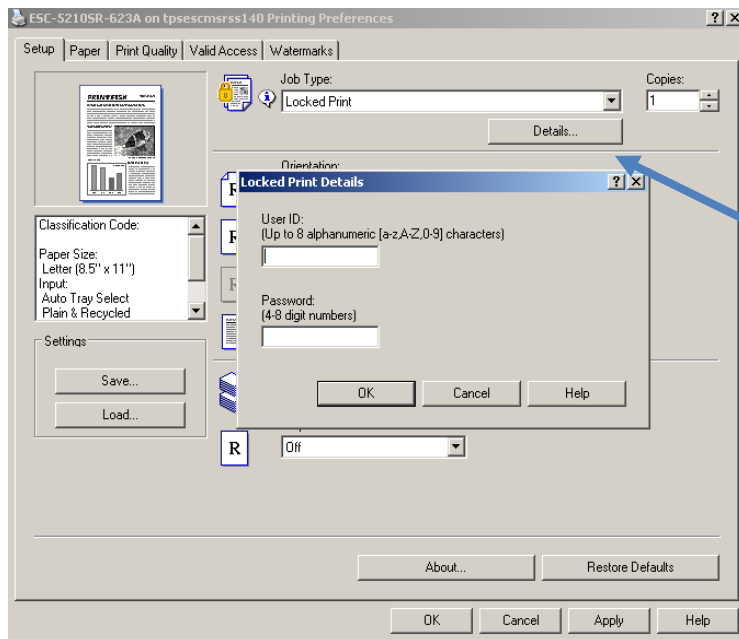
**Figure 9**

- If you are planning on ever using the Locked Print feature, select “Locked Print” under Job Type.



**Figure 10**

- Select “Details”.



**Figure 11**

7. Type your 5x2 in the “User ID” box and your Employee ID in the “Password” box.

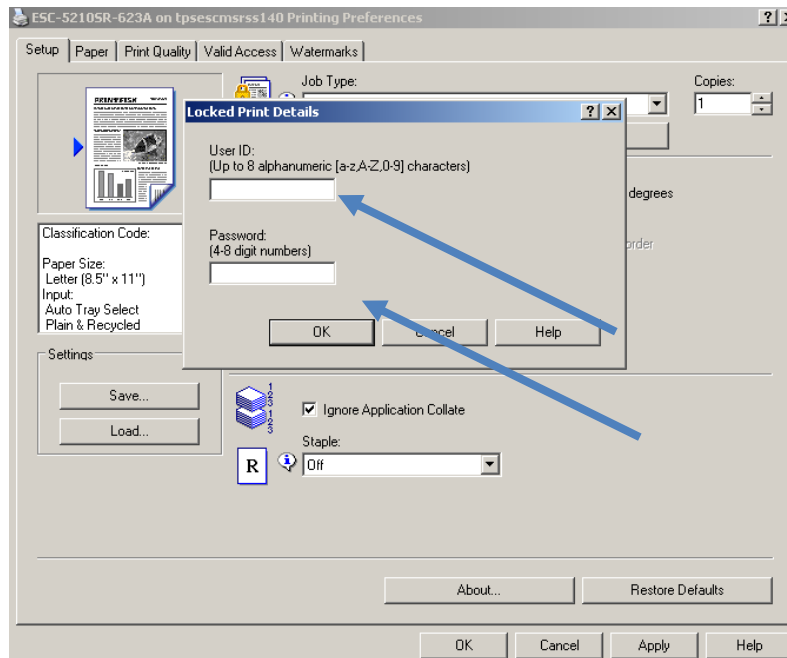
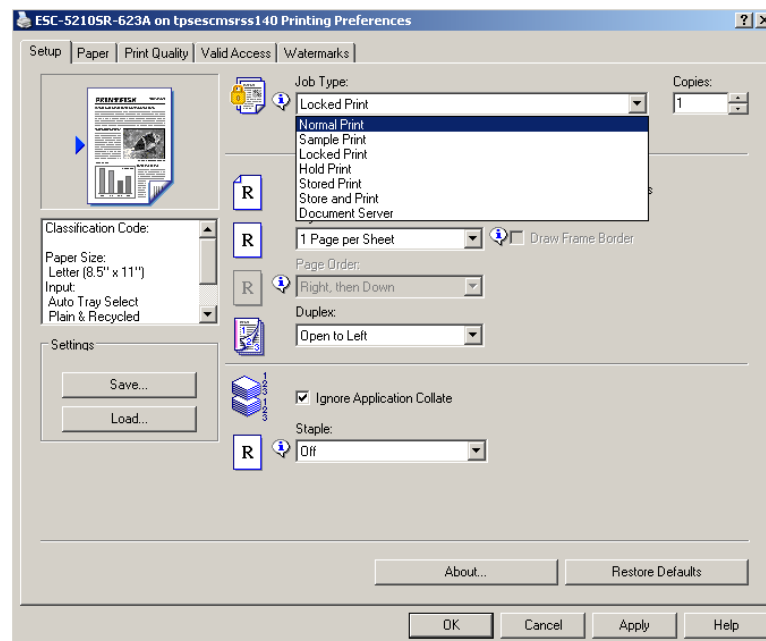


Figure 12

8. Select “OK”.

**Note:**

- a. If you **don't** want “Locked Print” to be set as your default...select “Normal Print” under “Job Type”, select “Apply”, then select “OK” or
- b. If you **do** want “Locked Print” to be set as your default...select “Apply”.



- Drop the “Duplex” options down and select “Open to Left” to default the Print Driver to Duplex.

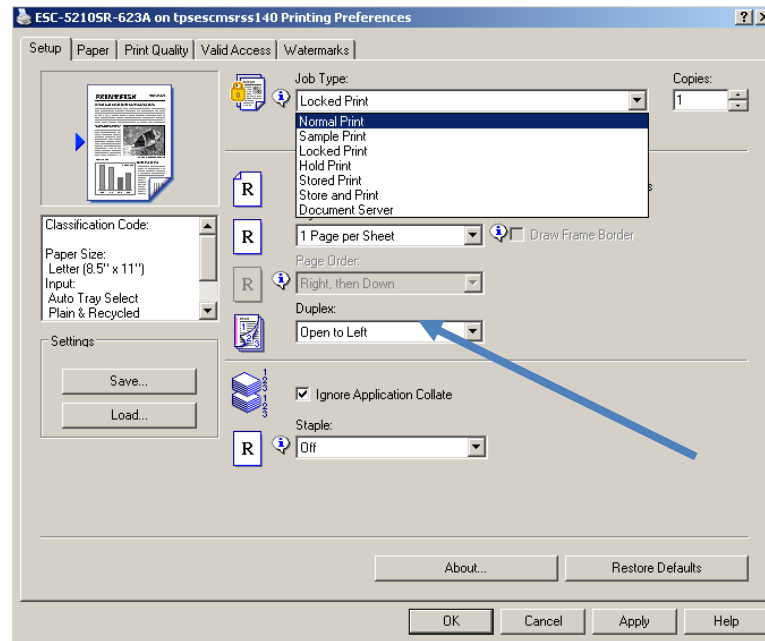


Figure 13



## Releasing your Locked Print from the MFD

1. Select “Printer”. (Figure 1)



Figure 14

2. Select “Print Job”.
3. Select the key with your 5x2. (Figure 2)

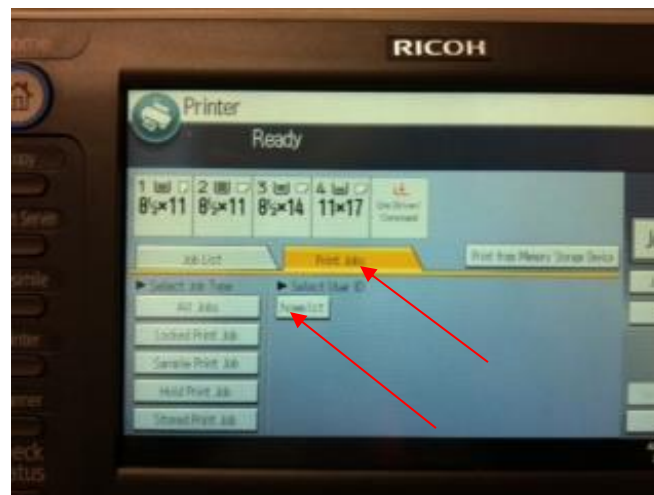
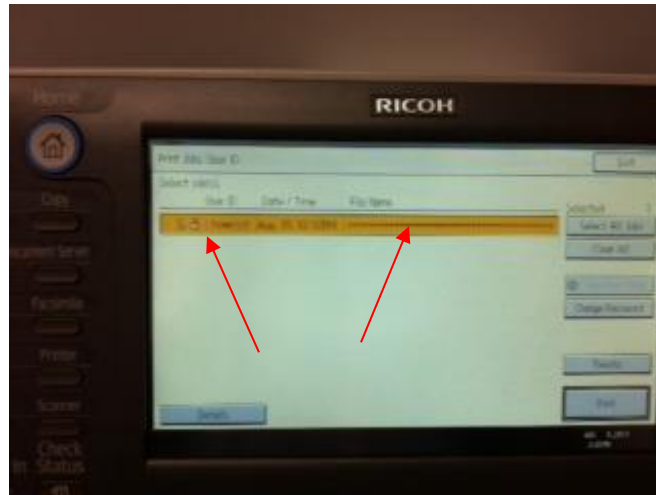


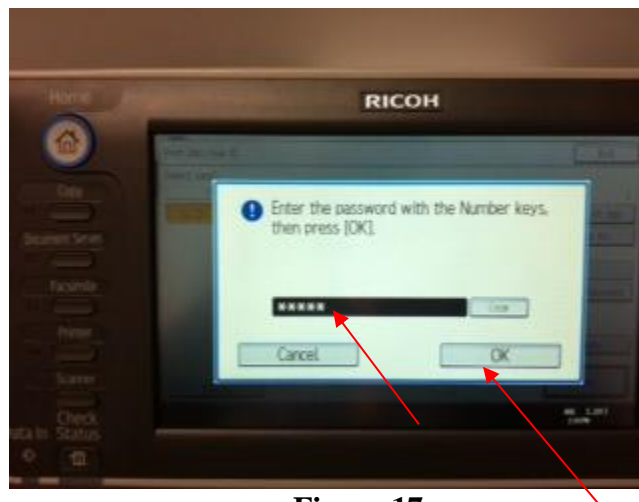
Figure 15

4. Black and White MFD – Select the “Print All Jobs” button.  
Color MFD – Highlight the jobs you want to print or select “Select All Jobs”. (Figure 3)



**Figure 16**

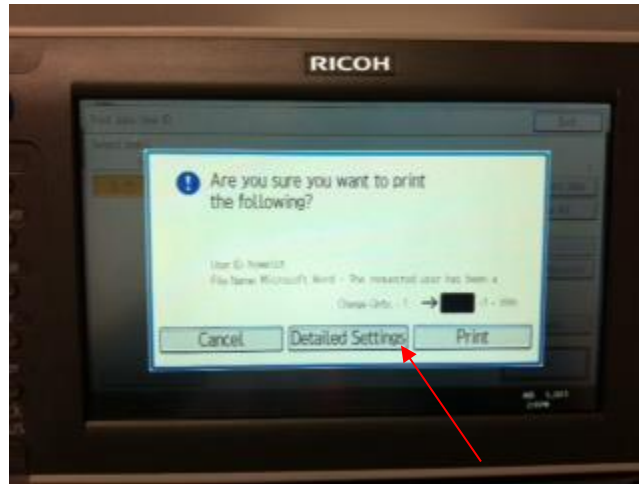
5. Enter your User Code which is your Employee ID Number. (Figure 4)
6. Select "OK". (Figure 4)



**Figure 17**

7. Black and White MFD – Select "Yes" or "No"

Color MFD – Select "Print". The number of copies can be changed from this screen. (Figure 5)



**Figure 18**



## **Definitions**

Multi-Function Device: An all-in-one device which can copy, print, fax, and scan.

## **REVIEW AND REVISION**

The owner of this document will annually review, and if necessary, update this policy and procedure.