

HHS Kiosk Printing

What is a kiosk printer?



A kiosk is simply a purpose built computer station that usually has a single function and often a simplified interface for performing that function. A kiosk printer is a printer that is attached to one of these computers, which are stationed in various, easy to access, areas around the building. There are a black and white printer and a color printer attached to each kiosk station. Each printer has multiple paper drawers that can hold over 1500 sheets of paper, and the paper level will be monitored and maintained by a volunteer group that has already been established (thank you again!)

Why do we need them?

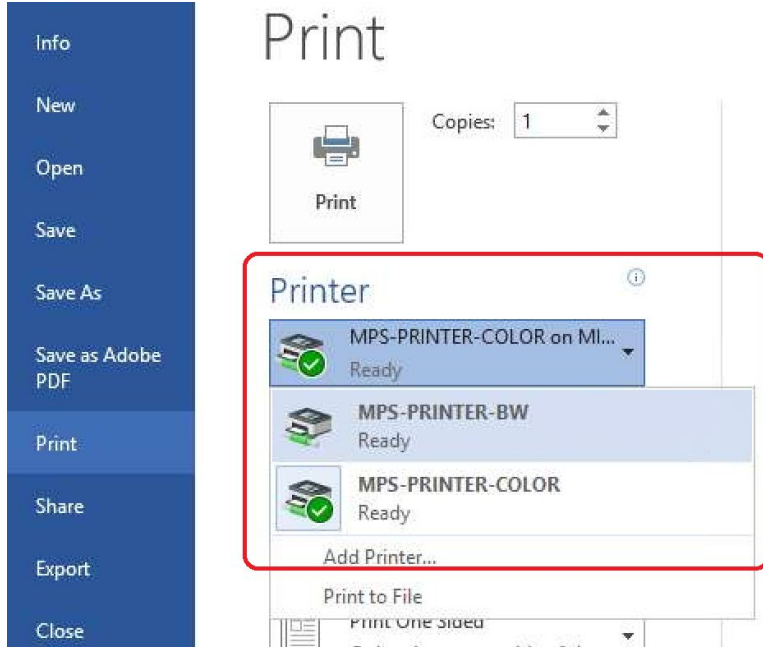
With the upcoming one-to-one laptop deployment we needed a way that would allow students to print, without giving every student access to every printer in the building (which undoubtedly would have led to a lot of paper and toner waste). The district decided on using printing stations, similar to what many colleges are using, because with the print kiosks the students could print a job to a virtual printer and suspend it in “the cloud” until they were actually ready to retrieve it. This would prevent print jobs being printed and lost, or printed and forgotten about, and would potentially save a lot of money in paper and toner costs.

Where are they?

Here at Horizon, we have One (1) kiosk located in the Media Center. It was strategically placed to try to make printing as easily accessible as possible, without being in the way of traffic, while also allowing it to be monitored.



How do I or my students use them?



The kiosk printers should already be installed on your computer. There are only two of them. They are called “MPS-PRINTER-COLOR” and “MPS-PRINTER-BW”. When you want to print to a print kiosk, simply choose one of these printers to print to, color if you want color, and black and white if you want black and white and print to it like any other printer.

When you walk up to a print kiosk, it will be at a login screen. Simply log in using your AD credentials (what you use to log into your computer). Students will be logging in using their student ID's, or scanning their ID badges (which they always have on them), but staff must log in using their AD credentials, for now.

Millard Public Schools | Demo Release Station

Contact the helpdesk if assistance is required

Scan or type your Student ID below:

or enter your username and password:

Username

Password

PaperCut NG 16.1 (Build 35679) © Copyright 1999-2016, PaperCut Software International Pty Ltd

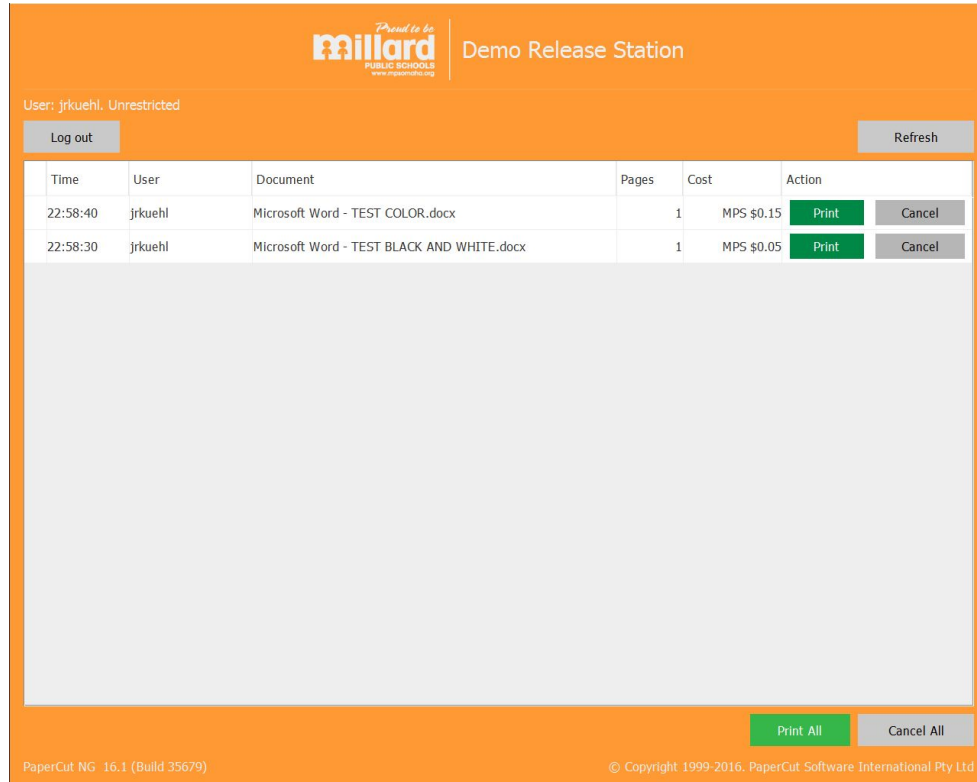
Scan or type your Student ID below:

or enter your username and password:

Username

Password

After logging in, you will see your waiting print jobs listed



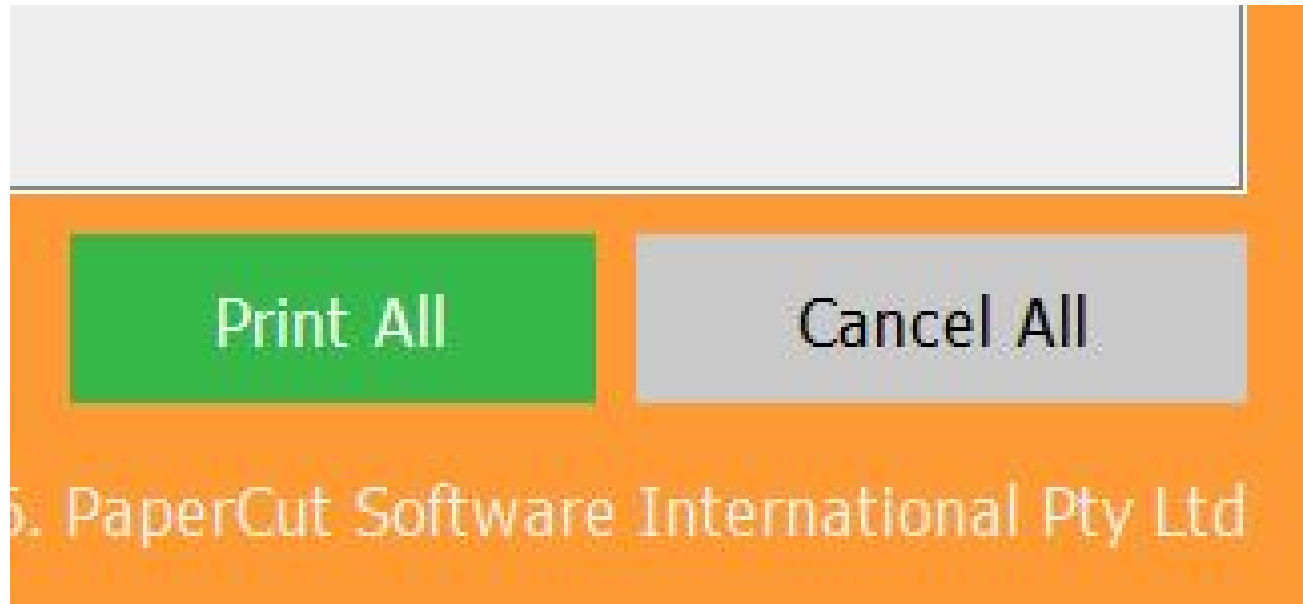
The screenshot displays the PaperCut NG Demo Release Station interface. At the top, the logo for Millard Public Schools is visible, along with the text "Demo Release Station". Below the logo, the user information "User: jrkuehl. Unrestricted" is shown. There are two buttons: "Log out" on the left and "Refresh" on the right. The main area contains a table with the following data:

Time	User	Document	Pages	Cost	Action
22:58:40	jrkuehl	Microsoft Word - TEST COLOR.docx	1	MPS \$0.15	Print Cancel
22:58:30	jrkuehl	Microsoft Word - TEST BLACK AND WHITE.docx	1	MPS \$0.05	Print Cancel

Below the table, there is a large grey rectangular area. At the bottom of the interface, there are two buttons: "Print All" and "Cancel All".

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You can print each job individually, or you can choose to print them all at once



If you choose to print all, you will be prompted with an approval box, and then you will see your print jobs queueing up. After a few seconds the jobs will print to the selected printer, and that's it!

The screenshot shows a web-based printing management interface. At the top, it displays the user information: "User: jrkuehl, Unrestricted". There are "Log out" and "Refresh" buttons. Below this is a table with the following data:

Time	User	Document	Pages	Cost	Action
22:58:40	jrkuehl	Microsoft Word - TEST COLOR.docx	1	MPS \$0.15	<input type="button" value="Print"/> <input type="button" value="Cancel"/>
22:58:30	jrkuehl	Microsoft Word - TEST BLACK AND WHITE.docx	1	MPS \$0.05	<input type="button" value="Print"/> <input type="button" value="Cancel"/>

An orange dialog box is centered on the screen with the text: "Do you want to release/print all listed jobs?". It contains two buttons: "Yes" and "No".

Quick Tips

Steps to print a document

- 1) Print a document to one of the printers that starts with MPS
- 2) Find one of the print kiosks located throughout the building
- 3) Scan a student ID, or use the touch screen to enter a username/password
- 4) Find the print job(s) you want to print and click the print button
- 5) Retrieve your job(s) from the appropriate Kiosk printer

Things to be aware of

- 1) Jobs are deleted from the server after 24 hours
- 2) Users are logged out of the Kiosk automatically after 30 seconds, or after their job queue is empty
- 3) Jobs printed to one of the MPS printers can be retrieved from a Kiosk in any building

HHS Print Kiosks



Current HHS Print Kiosk Locations

- Media Center