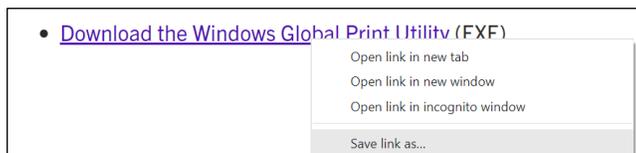


## Add the Student Global Print Queues to your Laptop (Windows)

1. Go to: <https://www.capital.edu/printing-on-campus/>
2. Scroll down and click on the link to download the *Windows Global Print Utility (EXE)* file.

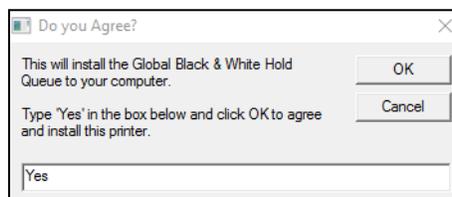
\*\*If clicking the link does not download the file, right click on the link and select "save link as" to save to desktop.



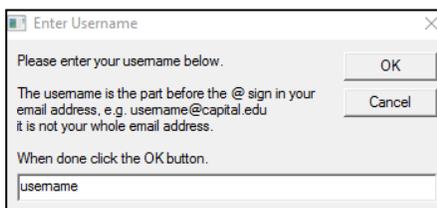
3. Once the file has downloaded on your laptop, double click on the "GlobalBW-PrinterSetup.exe" icon.



4. Enter **Yes** into the prompt, which agrees to install the Global Queue on your laptop.

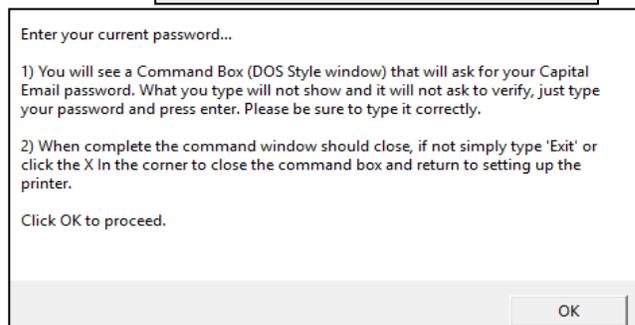


5. On the next screen, enter your username. **DO NOT** use your full email address, Type in your **USERNAME ONLY**.

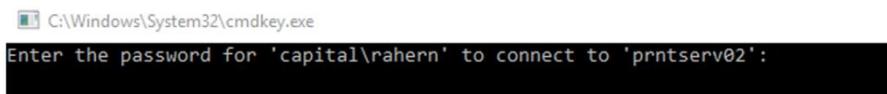


6. Read the directions on how to enter your password. Click OK.

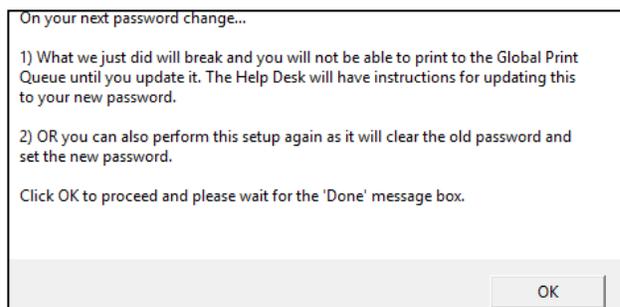
\*\*Note that nothing will appear as you are typing, but it is accepting whatever you type, so be careful to type the correct password, then hit enter.



7. In the black dialog box, type in your password and press enter.



8. The last screen tells you what to do when you change your password; please read carefully and click OK.



## Send/Release Print Jobs at Student Printers (Windows)

1. Once you have successfully added the “**Global-BW-Hold**” and “**Global-Color-Hold**” printer queues on your laptop (using the steps on the previous pages), you can send your print jobs to the desired printer queue from your laptop.
2. Go to any designated Black & White or Color student MFP
  - **Contact IT if you need information on printer locations**
3. Swipe your Capital ID Badge over the card reader, located to the left of the touchscreen panel on the printer.
4. If prompted, enter your capital username only and password (same as email password) in order to associate your credentials to your ID badge, and press the “Save” button. This is a one-time process.
  - a. You can also use the onscreen keyboard and press the “Login” button.
  - b. After a few seconds, you will be logged in and will see your held items in the designated printer queue that you sent your print job to.
5. Select the desired print job(s) and select the “Print” button. Your print jobs will then process and print out.
  - a. After finishing, you can either swipe your badge again to “sign out” of the printer or press the “sign out” on the top of the screen.

If you come across any issues with adding printers or releasing your print job(s) from the printers, please place a service ticket by emailing [helpdesk@capital.edu](mailto:helpdesk@capital.edu)

**LAW SCHOOL REQUESTS:** Please email [it@law.capital.edu](mailto:it@law.capital.edu) and include availability to be on campus.