

Printing

There are roughly 100 networked printers located around the North Park University campus. Students, Faculty, and Staff should be able to print via:

- University Laptops for Faculty and Staff
- Personal Devices using [FollowMe](#) or [Web Print](#)
- Public Computers in common areas and dorms

- [FAQ - Frequently Asked Questions](#)
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 - [Q: How do I request additional help/training using campus printers and copiers?](#)

See these resources for information on printing on campus:

- [Adding a Printer](#)
- [FollowMe](#)
- [Issues With Printing \(Mac\)](#)
- [PaperCut](#)
- [Print Managers](#)
- [Secure Print](#)
- [Web Print](#)

FAQ - Frequently Asked Questions

Q: How do I get toner or supplies?

A: Toner and Supplies are covered under our contract with ProvenIT. Toner is set to auto-replenish, meaning an order is placed for new toner when the printer gets below a certain threshold. Contact ProvenIT with the tag number on the printer to check on specific toner. Contact the North Park IT Help Desk with any other questions or concerns!

Q: What are the campus default printing settings?

A: Defaults for all campus printers should be set to black and white (monochrome) and double-sided (duplex). This saves both money and resources. Users should be able to adjust those settings for specific jobs as needed.

Q: My Department uses student workers to print materials. How do they print without charging their personal account?

A: Contact IT Support Services or the Business Office to arrange printing for student workers.

Q: I am responsible for making sure the printer in my area has supplies (toner, paper, etc.). How do I do that?

A: For [Print Managers](#), click here for instructions about ordering toner, maintenance requests, and additional info.

Q: How do I request additional help/training using campus printers and copiers?

A: Contact IT Support Services via the Help Desk!