

Printing or Copying on Behalf of Others

There is an easy process for **faculty secretaries** or **Adjunct Faculty support services** to *print* or *copy* on *behalf* of their *faculty*, when using managed print devices.

The Kyocera multi-function printers provided on campus provide **secure print release**, along with **copier and scan to email functions**. The devices allow users to enter or swipe their *SVSU ID Card* associated with their user account.

All users have PaperCut ID numbers, they can establish PIN numbers in their print account, see the documentation in [Manage Your Print Account](#).



If you have questions about your Printing account, please contact the Support Center by email at support@svsu.edu, by phone at 989-964-4225 or x4225, or stop by Zahnnow Library, first floor.

To Do Work on Behalf of Faculty or Adjunct Faculty

- To do any work on behalf of the faculty/adjuncts, those members need to provide their PaperCut ID and PIN number to the individual.
 - If a **PIN number is not established** by the faculty or adjunct faculty member they will need **establish it first**.
 - To [Manage Your Print Account](#) you can access it from your desktop or visit <https://vprint1.svsu.edu>



If an employee asks an individual to perform copy work on their behalf, the employee can share their **PaperCut ID and PIN number** with that individual. This will ensure proper accounting/charge backs.

How to Authenticate and use the Kyocera Devices on Campus.

When at a Kyocera multi-function printer, you can authenticate by using the user's PaperCut ID and PIN.

- **Leading zeros** must be entered if they lack the full 8 digits in the ID number.

Additional Print Management Resources

Please visit our [Print Management portal page](#) for more information. You will find FAQs, documentation, and quick links to other print management resources.