


Print Management: Find-Me Printing

You can send documents to a specified print queue, release your print jobs at various locations on campus or send to a virtual print location, refer to the chart below.


 Release print jobs to virtual queues at specific device-like locations **SVSU Faculty Kyocera 5002 B&W**, **SVSU Faculty Kyocera 406 Color**, and **SVSU Campus Kyocera MFP**.

Find-Me Locations

SVSU Faculty Kyocera 5002 B&W		SVSU Faculty Kyocera 406 Color	
Brown	3 rd floor	Brown	1 st and 2 nd floor
Curtiss	3 rd floor	CCB	1 st and 2 nd floor
Gilbertson	2 nd floor	Gilbertson	1 st floor
HHS	2 nd floor (Central and East end)	HHS	2 nd floor (West end)
Science West	3 rd floor	Pioneer	2 nd floor
Wickes	W328	Science East	1 st and 2 nd floor



Web Print Locations

SVSU Campus Kyocera MFP				
Campus Kiosks	Open Labs		Zahnow library	Other locations
Brown Concourse	Curtiss	C227A	1 st , 2 nd , and 3 rd floor,	Student Life Center
Groening Commons	Gilbertson	Ott Mezzanine	Cardinal Commons	Ryder Center - Campus Rec
HHS 1 st floor lounge				Living Centers - MJBH, LCS, LCSW, PG-7800

 Most of the **SVSU Faculty Kyocera 5002 B&W**, and **SVSU Faculty Kyocera 406 Color** devices provide finisher features such as: Collating, Stapling, and 3-hole punching. For more details about Web Print Release.

Installing Print Queues on SVSU Employee Computers

To install a new printer driver:

- On your keyboard, press the Windows key  + 
 - Type: [\\vprint1](#)
 - Click **OK**
- Navigate to: **SVSU Faculty Kyocera 5002 B&W** and/or **SVSU Faculty Kyocera 406 Color**
 - In the active window, scroll through the list of printers then right-click on the printer name.
 - From the context menu, choose **Connect...** (this will install the driver)

Questions? Please contact the SVSU IT Support Center

Web: mysupport.svsu.edu

Email: support@svsu.edu

Phone: 989-964-4225

Office: Zahnow Library, First Floor

Last Updated: 8/31/21