

Northwestern Print – Project Definitions

- **Authentication:** The process of verifying identity by tapping a Northwestern WildCard or entering your network credentials (NetID and password) for the purpose of releasing a print job.
- **Authorized individuals:** Any persons other than University employees who are granted permission to use University print resources, including but not limited to students and consultants.
- **Campus network:** The dedicated network at each campus that the user's workstation is connected to, either wired or wirelessly, that enables their work to be done and print jobs to be submitted and printed.
- **Consumables** – refers to the toner, staples, and paper for printers or multi-function devices.
- **Cost per copy:** The cost of printing which is set by Northwestern Print and Ricoh and charged to schools and/or departments based on their monthly print volume.
- **Default to Black and White** – the recommended default configuration for printers and MFDs on University computers and laptops is for black and white, not color. This default can always be changed when color printing is required. Multifunctional devices will default all printing to black and white. If color is needed, the user must manually select that option for each print job where color is required.
- **Desktop or personal printer** – also referred to as local printer.
- **Direct IP printing** - allows print jobs to be sent directly from a user's computer to a printer, without an intervening print server.
- **Double-sided (duplex) printing:** Printing on both sides of a sheet of paper. The default setting for all network print devices (MFDs and SFDs) will be double-sided.
- **Follow me printing or Print anywhere:** This is sometimes referred to as “pull printing” or “follow me printing” because the user can authenticate and release print jobs from any device that is part of the Managed Print Service.
- **Locally attached device (local):** A device that is connected directly or wirelessly to a workstation with only one user mapped to the device. Also commonly referred to as a personal printer or desktop printer.
- **Manage Print Service (MPS):** A program responsible for the management of all print services offered by an external provider (Ricoh) to optimize or manage a company's document output. The main components provided are needs assessment, selective or general replacement of hardware, and the service, parts and supplies needed to operate the new and/or existing hardware. The provider also tracks how the printer, fax, copier, and MFP fleet is being used, the problems, and the user's satisfaction.
- **Monochrome (black/white) printing:** A monochrome printer will only use one color ink or toner to produce different shades of that color and create a monochrome image; generally speaking, most monochrome printers will have a black cartridge as the single color. Black and white printing or Monochrome printing and copying will be the default setting for all Ricoh Multi-functional devices and single function devices.
- **Multi-function device (MFD):** A print output device that performs multiple tasks such as printing, copying, scanning, and faxing. A network-connected, shared resource that consolidates the functionality of a printer, copier, scanner and/or fax into a single device.
- **Networked printer:** A printer is part of a workgroup or network of computers that can all access the same printers at the same time. A network printer does not have to have a physical connection to the network. Instead, it can be connected wirelessly and assigned to a workgroup.
- **Northwestern Print:** the name for the comprehensive print management service across both the Evanston and Chicago campuses for the use of faculty, staff, and students. It is replacing NUPrint run by the University Libraries. Northwestern is partnering with Ricoh as the single provider for multi-functional devices (MFD) across the University to implement a Managed Print Service

(MPS) across both the Evanston and Chicago campuses.

- **Personal Print Device** – a printing device typically assigned to just one user and generally located so only they have access to the device for printing. A printer which is directly connected to a personal computer rather than connected to and shared across the University network.
- **Print defaults and standards:** Pre-set properties on print devices including but not limited to monochrome (versus color) or duplex (versus single-sided) pages. Standards include the characteristics of the devices that Northwestern University has determined to be most acceptable. These may include deploying devices that only print letter (8.5” x 11”) or legal (8.5” x 14”) versus ledger (11”x17”) pages.
- **Print Deploy:** Print Deploy a print queue deployment tool that will allow Northwestern to get the right printer drivers and print queues, default settings and configurations to an end user’s computer effectively. Print deploy will be used to install the necessary configurations for faculty / staff printing on NU managed /owned computer devices.
- **Print Drivers: Software that interfaces the printer, a peripheral device, and the computer.** As the name suggests, it drives the printer to do what is required of it. it is the printer driver that converts the data to be printed into a format that the printer can understand, like a series of instructions telling the printer exactly where to place ink and what color is to be used. Printing defaults set at the computer and user level; these will be set to University print standards.
- **Secure print devices:** Device that requires a user to authenticate before the features of the output are enabled. Once secured, the user’s print job is held on a server in the cloud and only released when the user is present and authenticates at the device. Once the user authenticates, the print jobs submitted can be printed (or deleted in the event multiple print jobs were submitted). Print jobs not selected to be printed will be deleted based on predefined criteria.
- **Secure print Release:** Term is sometimes called “pull printing.” It enables the end user to send a job to the device and control access to the printout by releasing the job while at the printer using your Wildcard. It ensures that only you can access your print job. Secure print release is the recommended and preferred method for print release unless there is a business reason. Secure print also reduces print and paper costs.
- **Simplex Printing:** term used to describe **one-sided printing**. Typically, simplex printing is one-sided printing where the printed image (when viewed) has the long edge of the print media to the left. Simplex (one-sided) printing is selectable in the printer driver. Simplex printing will not be the default but will still be an option for users.
- **Single-sided printing** or copying may be manually selected for each job, however, will reset to the default setting of double-sided after that job is completed.
- **Single-function printer (SFP):** A print output device that only performs one task, most often just printing as opposed to just scanning or just faxing.
- **Stand-alone fax device:** A device that sends and receives printed pages or images over telephone lines by digitizing the material with an internal optical scanner and transmitting the information as electronic signals.