

How to print in the Student Lab

Things to know beforehand:

- 1) Your 8 Digit EMPL ID – Can be found through one of the three ways below.
 - a) Back of your SLU Photo ID Card
 - b) Logging into CUNYFirst -> Student Center -> next to ID: at the top of the page
 - c) Logging into Blackboard -> Personal Information -> Edit Personal Information -> Username
- 2) Student Printer can only print in 8.5" x 11" Letter Paper in Black and White.

When you perform a print job, whether from a Microsoft Application or a Web Browser, the popup below will pop up for you to enter your printing credentials.

Your printing credentials is your 8 Digit EMPL ID for both your User Name and Password for both the student computer and student printer.

1. Check the bubble next to Recipient User.

The screenshot shows a dialog box titled "KONICA MINOLTA 423SeriesPCL-8 User Authentication/Account Track". It is divided into two main sections: "User Authentication" and "Account Track".

In the "User Authentication" section, there are two radio buttons: "Public User" (which is selected) and "Recipient User" (which is highlighted with a red rectangle). Below these are text input fields for "User Name" (containing "SLU Lab") and "Password". At the bottom of this section is a button labeled "Server Setting...".

In the "Account Track" section, there are text input fields for "Department Name" and "Password".

At the bottom right of the dialog is a "Verify" button. At the very bottom are three buttons: "OK" (highlighted with a blue rectangle), "Cancel", and "Help".

1. Enter your 8 Digit EMPL ID for **BOTH** the User Name and Password.
2. Click “Verify” to make sure you have entered your User Name and Password correctly.

KONICA MINOLTA 423SeriesPCL-8 User Authentication/Account Track

User Authentication

☐ Public User

☒ Recipient User

1

User Name
SLU Lab

Password

Server Setting...

Account Track

Department Name

Password

2

Verify

OK Cancel Help

When entered correctly you should see a successful confirmation popup.

1. Click “OK” on the Confirmation Message to close the popup.
2. Click “OK” to send your Print Job over to the Student Printer.

If you receive the message “Verification has not succeeded” please double check you have entered your User Name and Password correctly.

KONICA MINOLTA 423SeriesPCL-8 User Authentication/Account Track

User Authentication

☐ Public User

☒ Recipient User

Account Track

Department Name

Password

Verify

OK Cancel Help

Confirmation

1

Verification has succeeded.

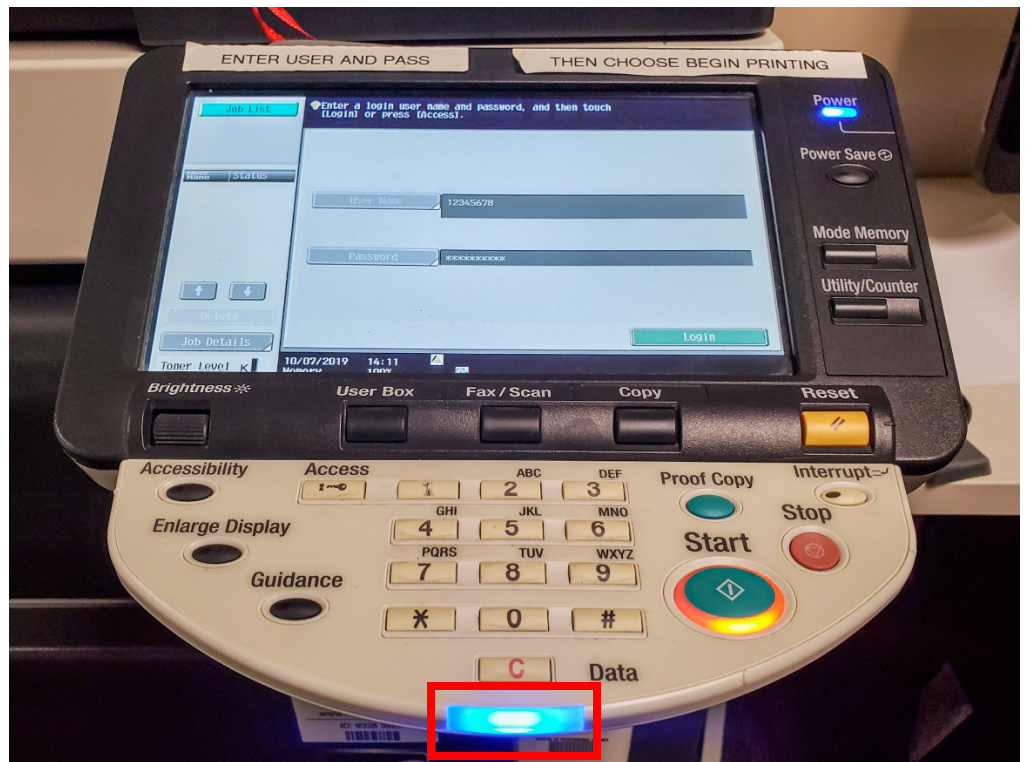
OK

2

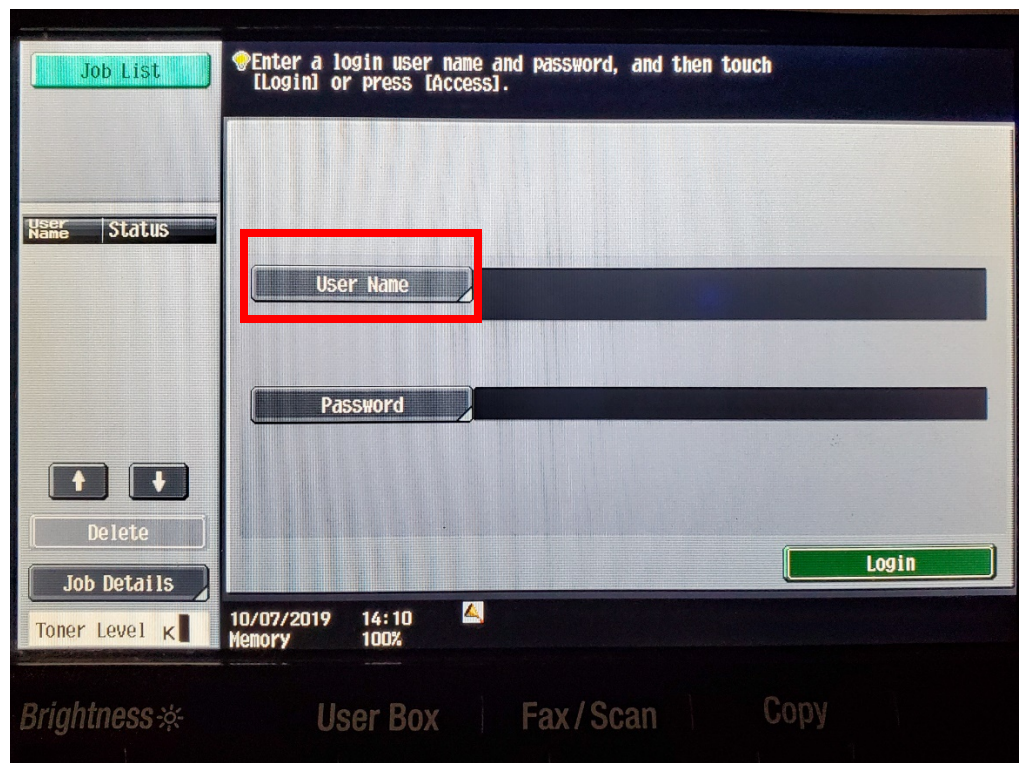
OK Cancel Help

To the right is a picture of the Student Printer Touch Panel where you can enter the **same printing credentials** you have entered from the previous steps.

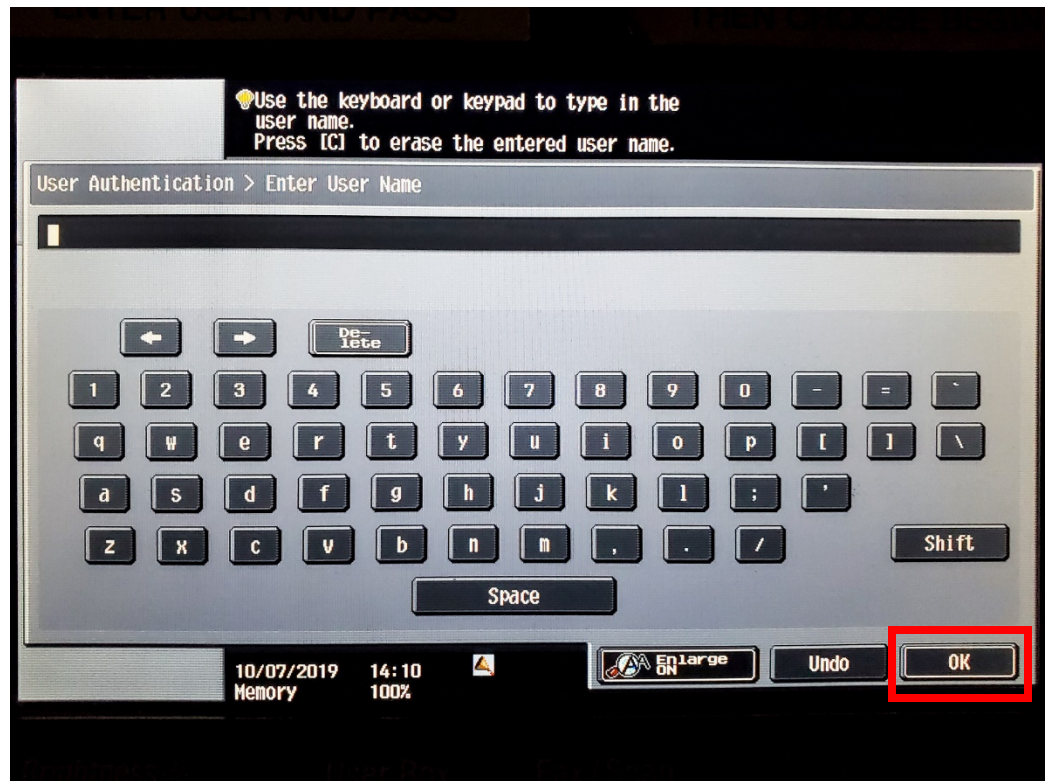
Wait for the flashing blue light to stop flashing as it indicates that your print job is currently being downloaded before it can be printed.



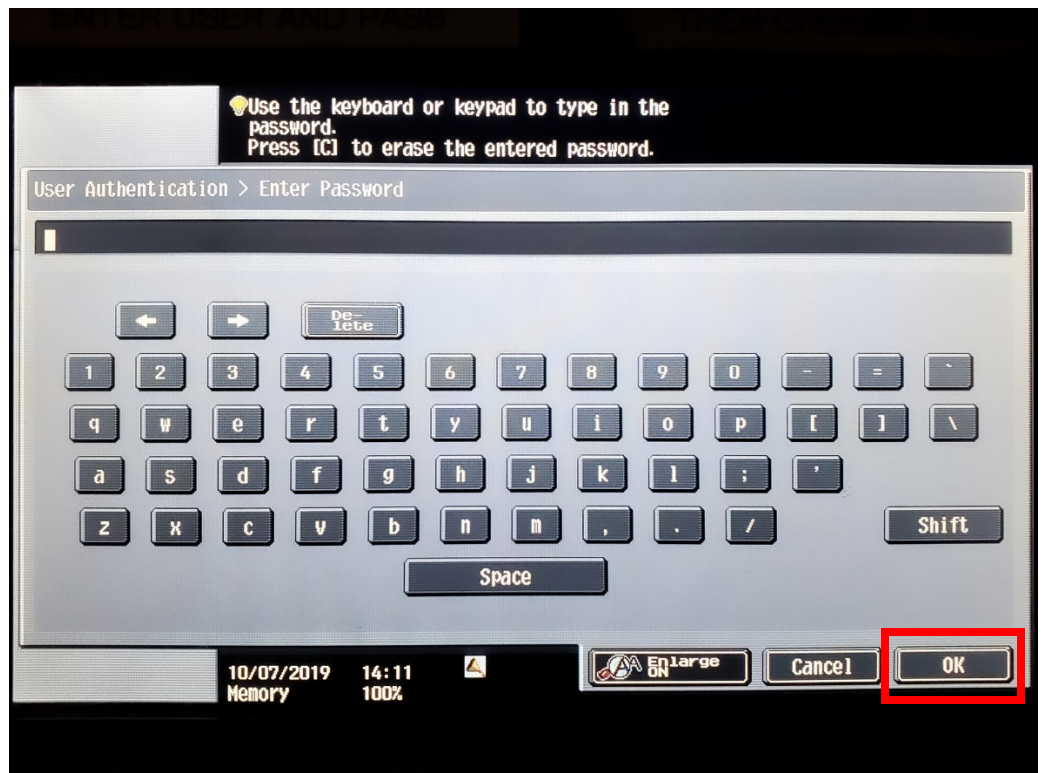
Once the flashing blue light stops flashing press on top of "User Name."



1. Using either the Touch Panel or numpad below, enter your 8 Digit EMP ID for your User Name.
2. Press "OK"



1. Using either the Touch Panel or numpad below, enter your 8 Digit EMP ID again for your Password.
2. Press "OK"



Press “Begin Printing.”

ENTER USER AND PASS

THEN CHOOSE BEGIN

To print document(s) in the ID & Print User Box, enter user name and password and then touch [Begin Printing]. To check document(s) prior to printing, touch [Login].

Job List

User Name

Password

Begin Printing

Print & Login

Login

10/08/2019 12:49

Memory 100%

The printer is now printing your document. You may retrieve your document on the left hand side once it has completed printing your document.

If you received the message “Failed to authenticate,” double check to make sure you have entered your EMPL ID correctly for both the username and password.

ENTER USER AND PASS

THEN CHOOSE BEGIN

Now printing.

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