

How to print in the Student Lab

Things to know beforehand:

- 1) Your 8 Digit EMPL ID – Can be found through one of the 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
- 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.

KONICA MINOLTA 423SeriesPCL-8 User Authentication/Account Track

User Authentication

Public User

Recipient User

User Name

SLU Lab

Password

Server Setting...

Account Track

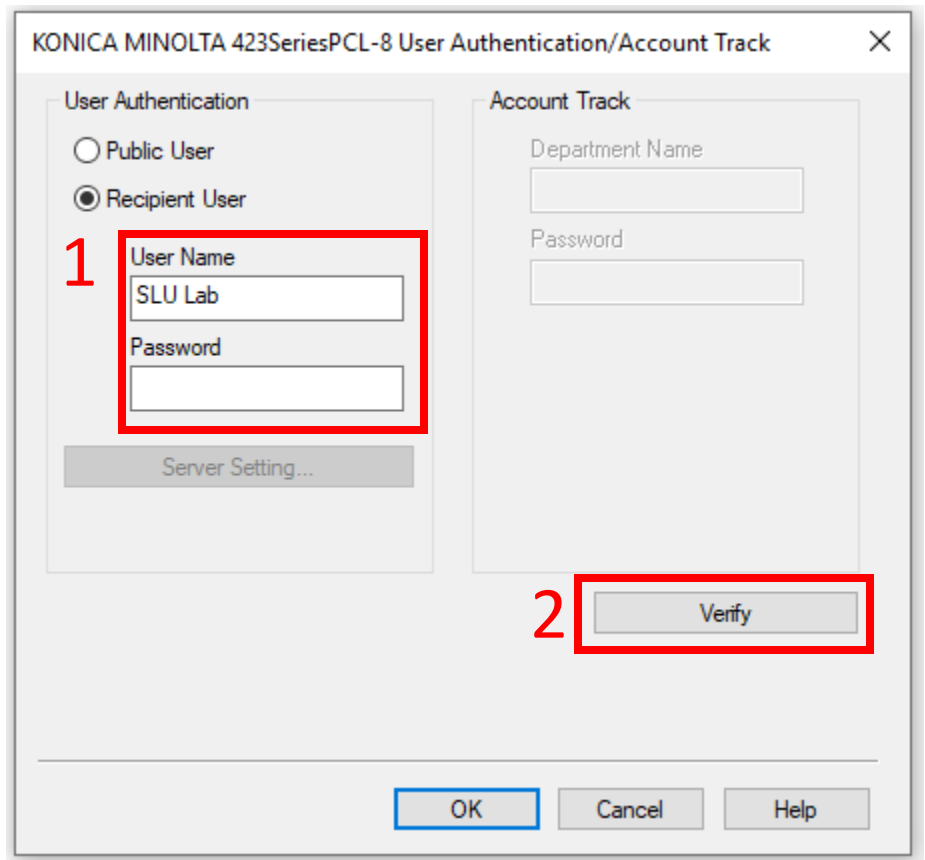
Department Name

Password

Verify

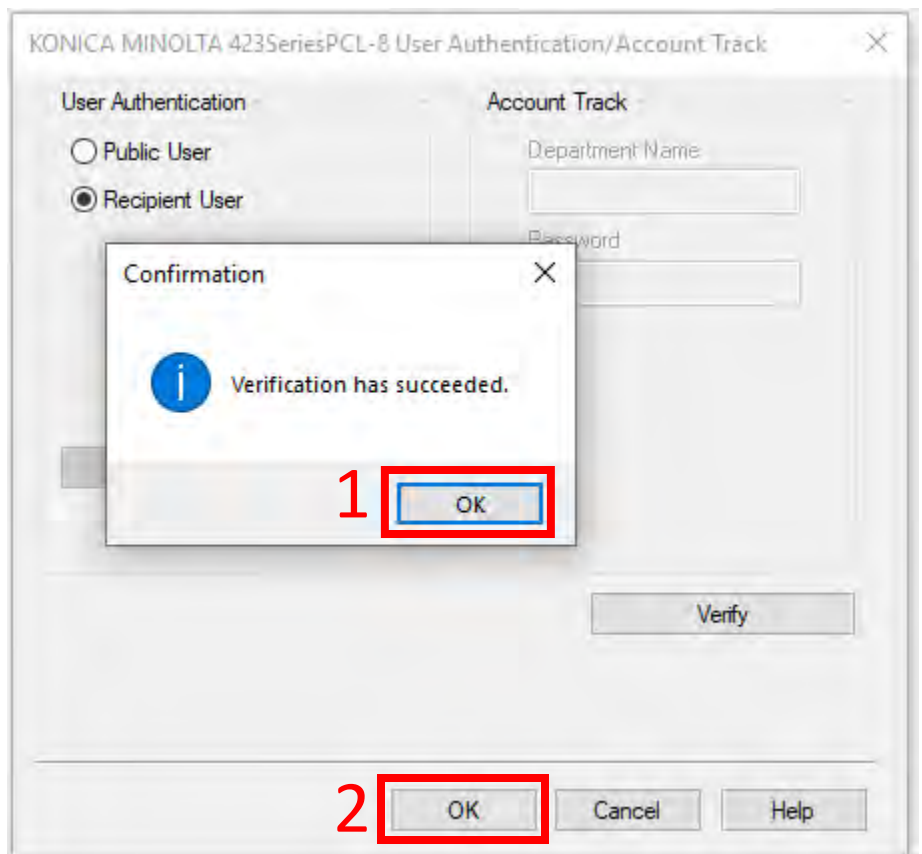
OK Cancel Help

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.



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.



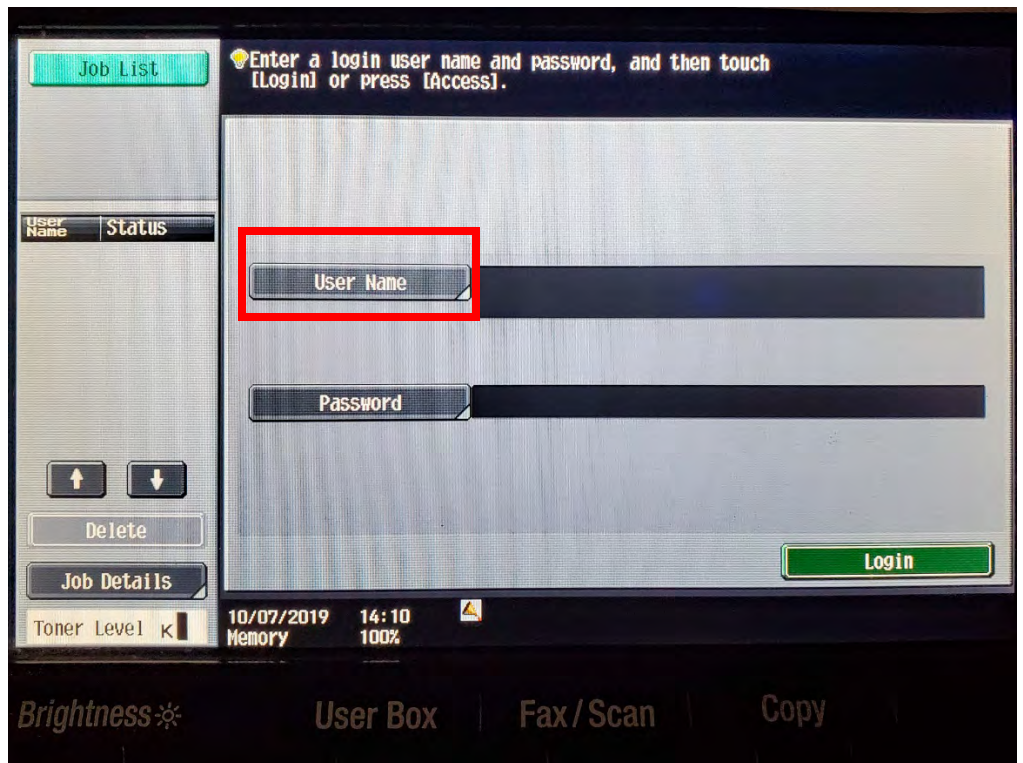
If you receive the message “Verification has not succeeded” please double check you have entered your User Name and Password correctly.

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.

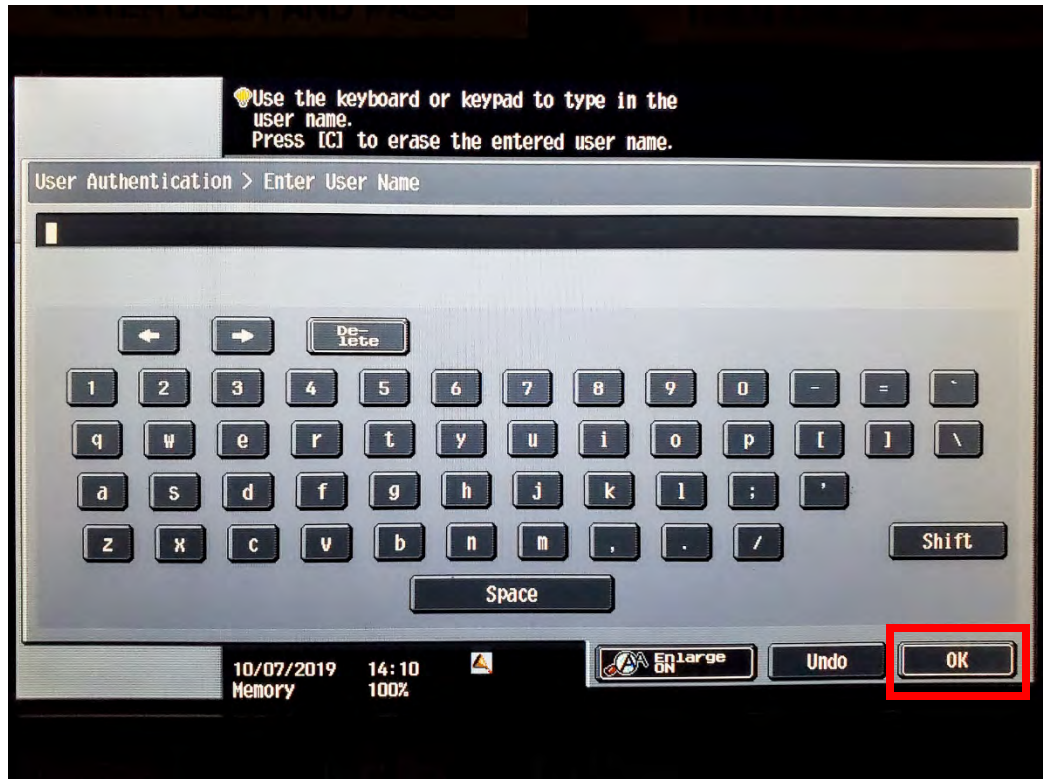
Wait for the flashing blue light to stop flashing as it indicates that your print job is currently being downloaded before it can be printed.



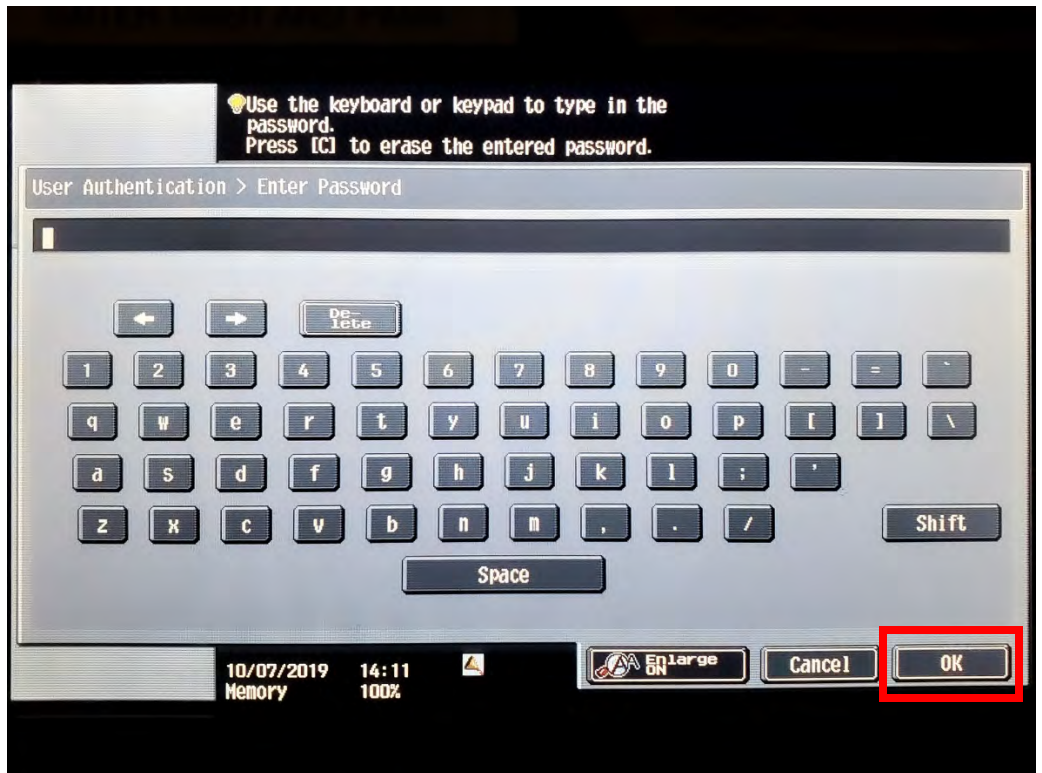
Once the flashing blue light stops flashing press on top of "User Name."



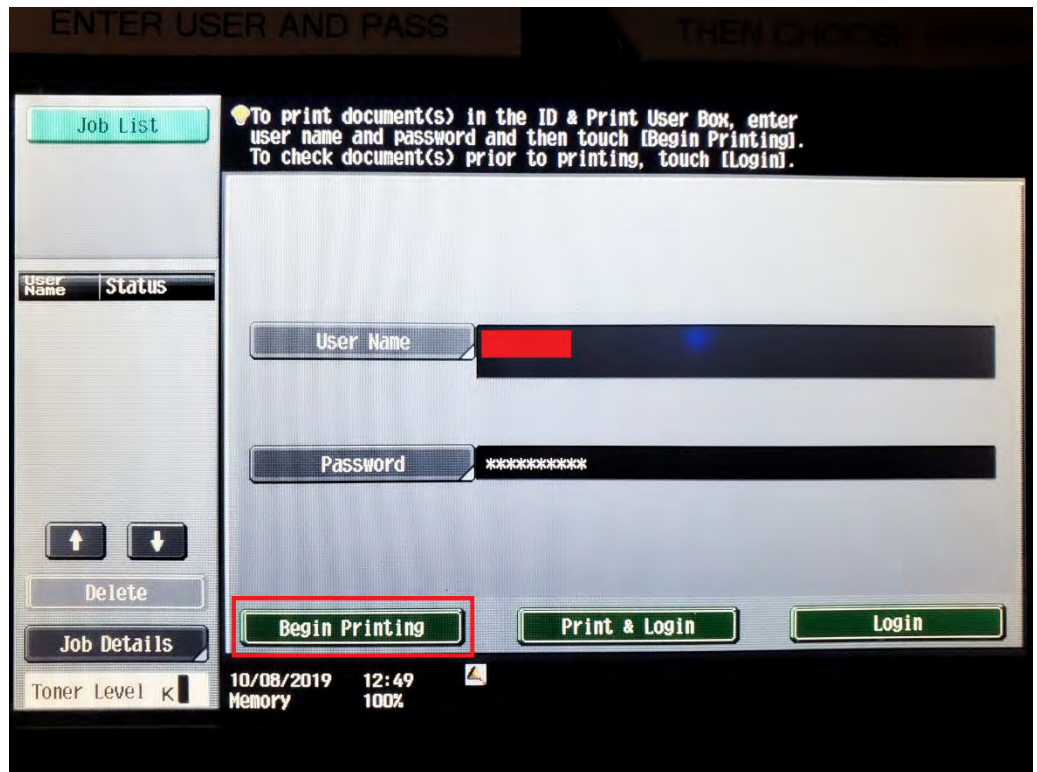
1. Using either the Touch Panel or numpad below, enter your 8 Digit EMP ID for your User Name.
2. Press "OK"



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."



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.

