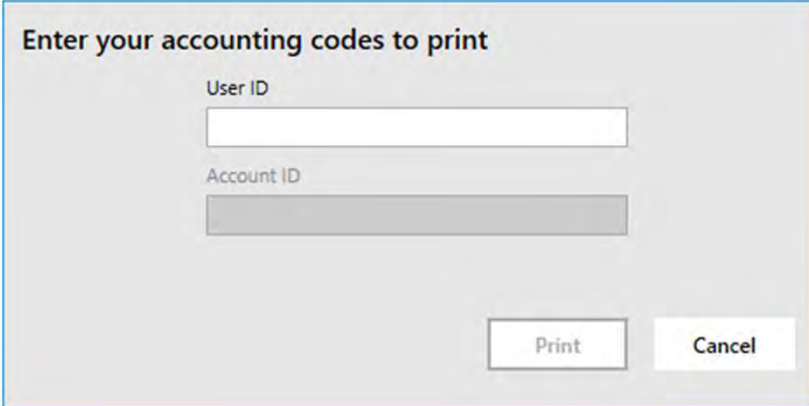# How to print from our Student Printers

1. At our Student computers open the document you would like to print.
2. Look for and click on the Printer icon. You can also press "Ctrl" + "P" to quickly bring up the printing menu.
3. Click on Print.
4. <span style="color:red">Wait for the Prompt on the right to popup.</span>
5. Enter your 8 Digit EMPL ID under User ID.
6. Click Print. Printer will start printing.

If you encounter an error message "User account not registered" email our Service Desk at ServiceDesk@slu.cuny.edu with your full name and 8 Digit EMPL ID for us to verify your printing account.



**Student Printers are located on the 14th and 19th floors.**

If you would like to print from your personal laptop please setup an appointment with our Service Desk to install the printer drivers. Afterwards, connect to our SLU-STUDENTS Wi-Fi to connect to our Student Printers.