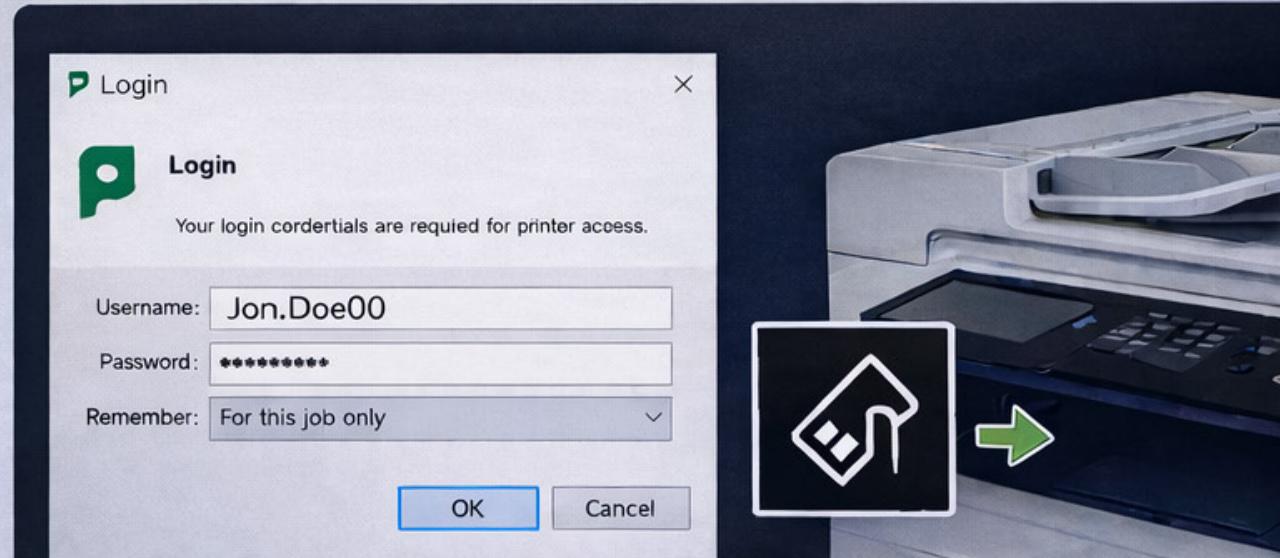


# How to print from our Student Printers

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. Wait for the Prompt on the right to popup.
5. Enter your Username (Jon.Doe00) & your password which will be your EMPLID.
6. Click Print. Printer will put your print job in queue.
7. Go to the printer and login in with your username and password.
8. Select PaperCut MF and print your **document**.

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



Press the "Keyboard / Alternate Login" button to login and gain access to the device.

**Need Help Printing?**  
visit the Service Desk or email  
**ServiceDesk@slu.cuny.edu**

**PLEASE NOTE THAT STUDENTS ARE ALLOTTED  
400 PAGES PER SEMESTER TO PRINT.**