

Wireless Printing

SBU offers wireless printing at the following locations:

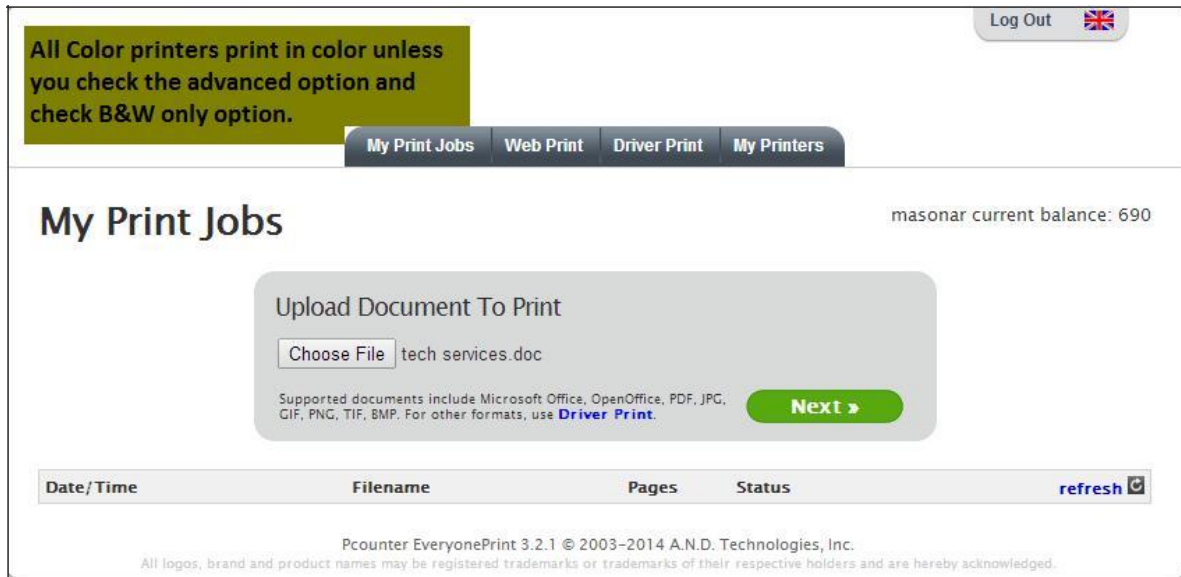
- **Library**: Instructional Lab and Main Computer Lab
- **Plassmann**: 205 and Annex
- **Robinson**: Tech Lounge
- **Falconio**: Tech Lounge
- **Reilly Center**: 215 (Commuter Lounge), Athletics labs, HEOP lab
- **Shay/Loughlin**: Tech Lounge
- **DeLaRoche**: 118
- **Devereux**: Tech Lounge
- **Murphy**: 101, 104, 106
- **Walsh**: 104

Instructions for Printing from Personal Computer to Lab Printers

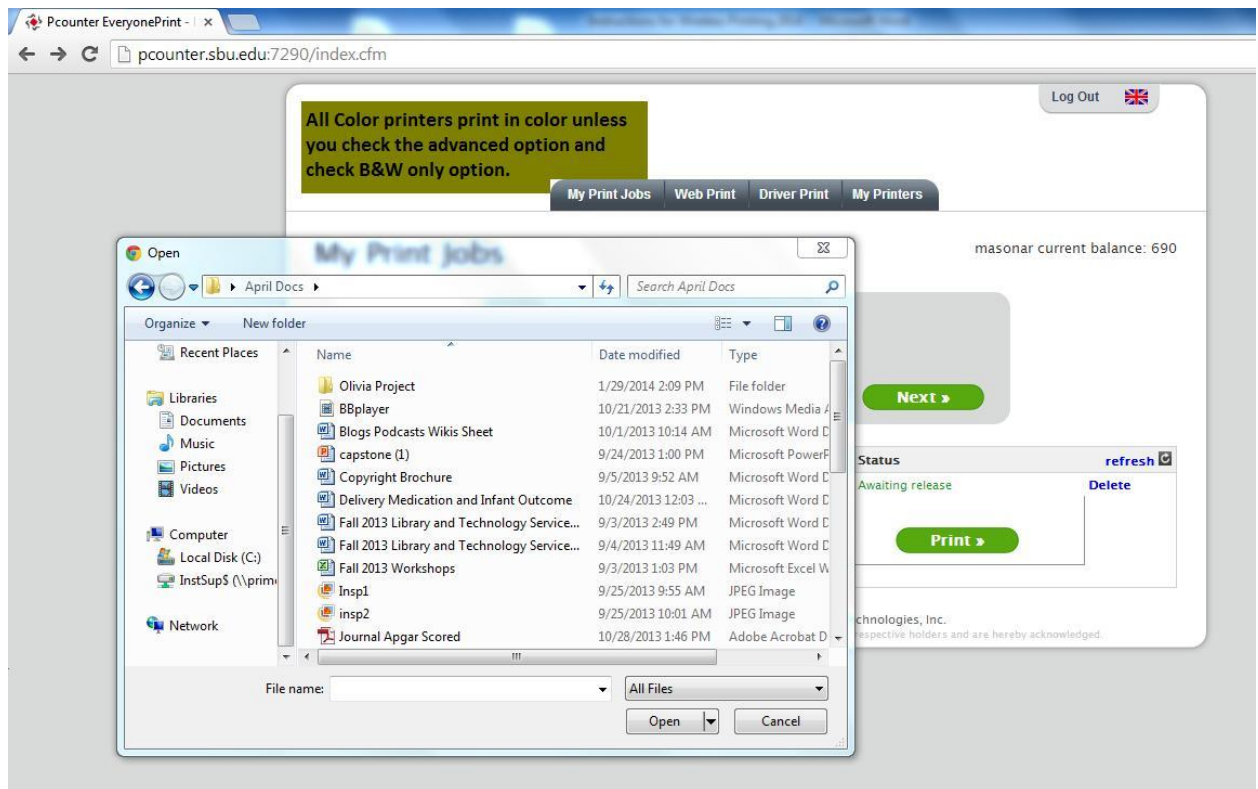
1. Log into my.sbu.edu then select the “**Student Services**” tab at the top of the screen
2. Toward the bottom of the screen under the **Student Printing** section, Click “**Printing Online**”.



3. In the box “Upload document to print” click “**Choose File**”.



4) Find your document on your computer and click “**Open**”. Then click “**Next**”.



- 5) You should then see *“Your print job has been added successfully. It will be processed automatically in a moment.”* You will see that the status of your document is processing.

The screenshot shows the 'My Print Jobs' interface. At the top right, it displays 'masonar current balance: 690'. Below the title, there is a section for 'Upload Document To Print' with a 'Choose File' button and the text 'No file chosen'. A green 'Next >' button is also present. Below this, a table lists print jobs. The first job is 'tech services.doc' with a status of 'Awaiting release'. Below the table, there is a section for selecting a printer, with a dropdown menu showing 'Athletics Academic Lab (across ROTC)' and an 'Advanced' checkbox. A green 'Print >' button is also visible.

Date/Time	Filename	Pages	Status	refresh
3/21/14 11:01 AM	tech services.doc	1	Awaiting release	Delete

- 6) Once your document shows up and is waiting to print, select one of the printers that you wish your document to go to from the drop down arrow.

This close-up shows the printer selection dropdown menu. The text 'To print this job, select a printer below:' is at the top. Below it, the dropdown menu is open, showing 'Athletics Academic Lab (across ROTC)' as the selected option. A blue circle highlights the dropdown arrow. To the right of the dropdown is an 'Advanced' checkbox.

- 7) If you wish to print multiple copies or only certain pages click the advanced button to the right of the printer. You do not have to print your document right away.

This screenshot shows the print job details page. The table from the previous screenshot is visible at the top. Below the table, there is a section for selecting a printer, with a dropdown menu showing 'Athletics Academic Lab (across ROTC)' and an 'Advanced' checkbox. A green 'Print >' button is also visible. Below this, there are several input fields: 'Number of copies: 1', 'Print from page 1 to 1', and 'Double-sided print (works only if the printer supports duplex):' with radio buttons for 'None', 'Long-side (most common)', and 'Short-side'. At the bottom, there is a checkbox for 'Print in black/white even if document contains color:'.