


# Wireless Printing

## Instructions for Printing from Personal Computer to Lab Printers

1. Go to my.sbu.edu click on Tech Assistance at the top of the page



2. Scroll down the page and click on **Wireless Printing**



- Learn more about your username and password and how to keep it safe

### Bonaventure Email


- Your official email that will be used for contacting offices and faculty
- Office 365 Clutter Feature

### Moodle

- Many SBU instructors utilize Moodle, our online instructional courseware program
- Check grades, upload assignments and perform other tasks

### Wireless Printing

- The link above brings you to the site to set up an online print job
- This [page](#) gives you directions on how to perform a wireless print job and also printer locations
- To purchase more pages [click here](#)
- Please note that personal printers cannot connect to SBU's system.



Tech Services can be found on the first floor of the library next to the main computer lab.

Hours of operation:

Spring  
M-F 8:00 am - 5:00 pm

Summer  
M-F 8:00 am - 4:00 pm

Fall  
M-Th 8:00 am - 8:00 pm  
Fri 8:00 am - 5:00 pm

### SBU Policies

- SBU Printing Policy
- Computer Use Policy
- Online File Sharing

Compatible with: Macs, PC, Android, iOS devices

### Frequently Asked Questions (FAQs)

- How can I set up my SBU email to my smartphone?
- Why won't my phone send emails?
- What services does the help desk provide?
- How can I set up Apple TV on campus?
- Can I access Moodle courses from previous semesters?

3. Log into **Papercut** with your SBU credentials

PaperCut<sup>®</sup> MF 18.2

Please use your SBU Username and Password to Login.

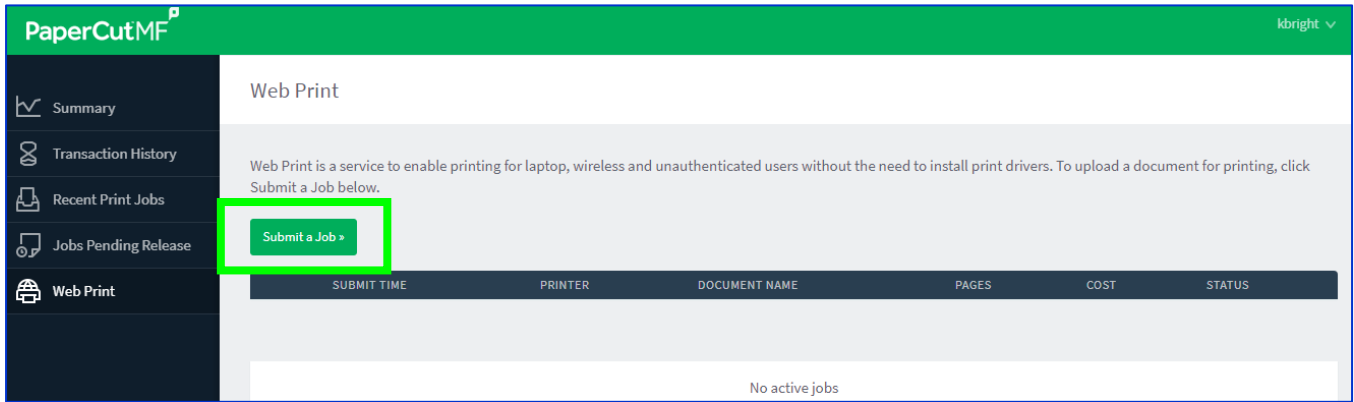
Username

Password

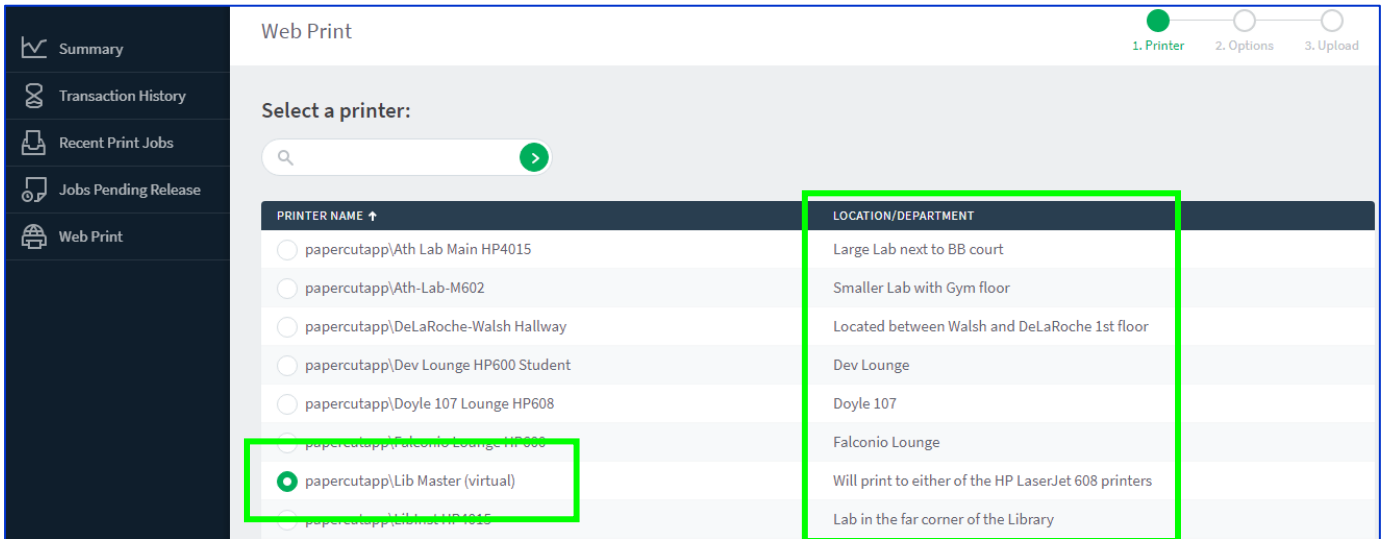
Language English

Log in

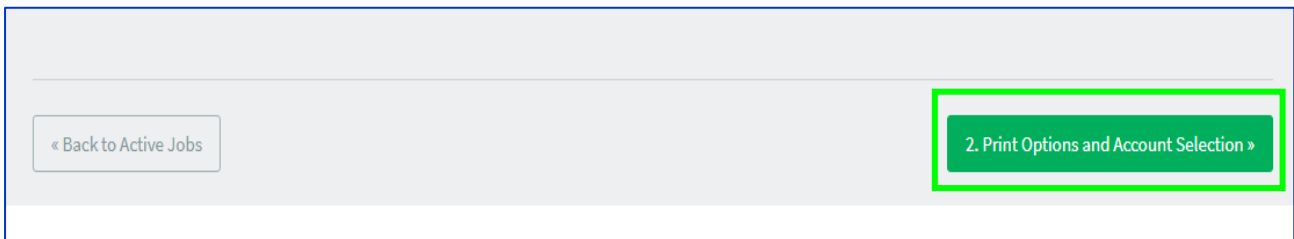
4. Click on the **Submit a Job** button



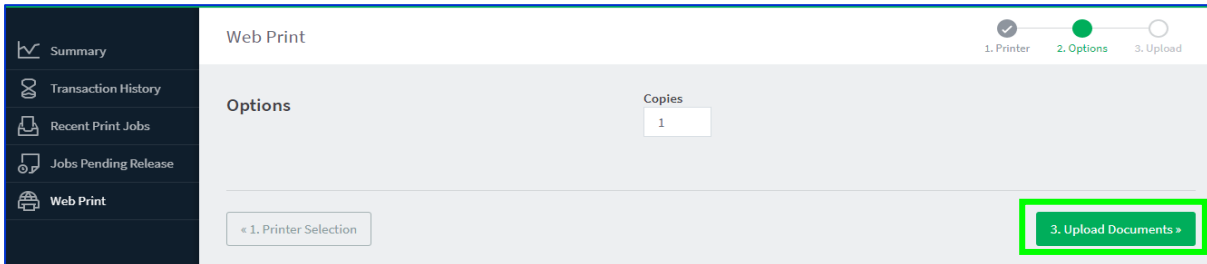
5. Select a printer (note the printers location information)



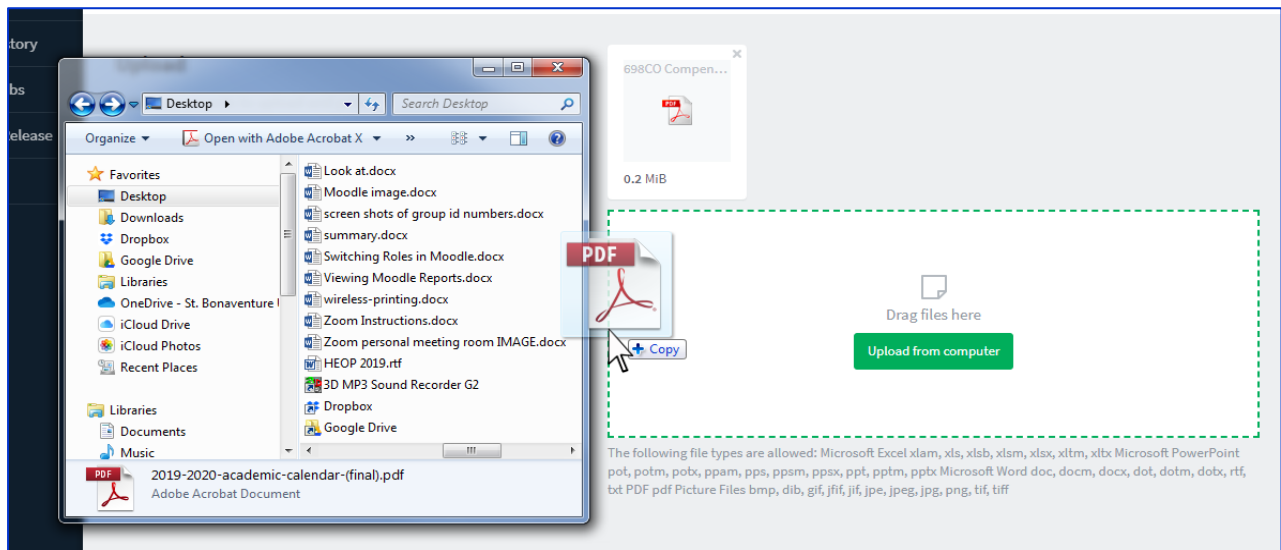
6. Scroll down below the list of printers and click on the **Print Options and Account Selection** button.



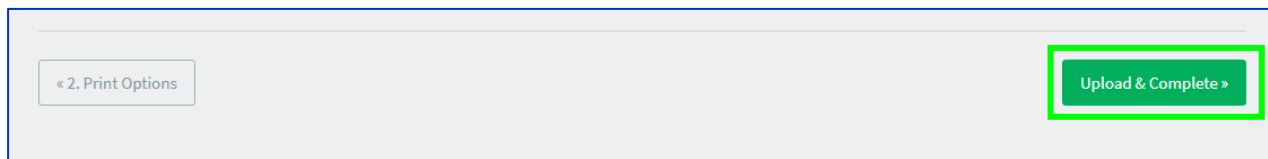
7. Click on the Upload Document button



8. Locate your document/s on your computer and drag and drop it into the drop box  
or  
click on the **Upload from computer** button, find the document and click **Open**.



9. Scroll down and click on the **Upload & Complete** button



10. Your documents will be sent to the printer and your screen will show you your printing summary

