SBU Student Printing Service

Students are allowed to print from their own personal computers to the printers available in our public labs. PCounter will be used for this system just as we have in our labs so that any pages printed from your personal system to the lab printers will continue to be charged against your remaining balance on the system.

The labs listed below are available for this service.

Athletics Academic Lab (across from ROTC offices)
Athletics HP Small Lab
Francis 123
HEOP Lab
Library Instruction Lab
Library Main Lab (4 printers available)
Murphy 104 Mac Lab Color
Murphy 106 Color
Plassmann 205
Plassmann Annex B62
Rob Lounge
Fal Lounge
Swan Suite 100
Walsh 104

Please read the FAQ's and directions below carefully. Once you are ready to proceed with this service feel free to log into mysbu and continue.

Frequently Asked Questions

What is this printing service all about?

- Student printing is a way for you to print material right from your personal computer instead of sending a document to your e-mail or bringing it in from your USB drive. You can do this over the SBU wireless network or via your desktop in your dorm.

Can I print any kind of document in any format?

- The following files are supported using the quick print service:
    - Microsoft Office
    - Open Office
    - PDF
    - JPG
    - GIF
    - PNG
    - TIF

    *For other formats you must use the Driver Print service explained on the web portal.

Where can I print from?

- You need to be connected to the SBU network (on campus) in order to use this service. You can print from your dorm room or any building on campus as long as you are connected to our network using either the wireless or the LAN connection. Keep in mind that if you print from outside the lab or building your document could be laying out for anyone to grab if you are not around.

Do I need to download anything on my computer to use wireless printing?

- No you do not. You just need to go to my.sbu.edu and under the student tab click "student printing" and follow the instructions.

How can I set a printer to default on my computer?

- On the student printing website click on the **Driver Print** tab at the top of the page. Follow the instructions first by selecting which operating system you use: Windows, Mac or Linux. Then follow the instruction for that operating system. When using the first choice "Simple" to install, you will still have to log into the website to release the job to one of the printers. If you install the second choice, your document will go right to the printer that you installed.

Is there any kind of special password I need or can I get there right from my.sbu.edu?

- You don't need a special password for this service. You just need your SBU username and password.

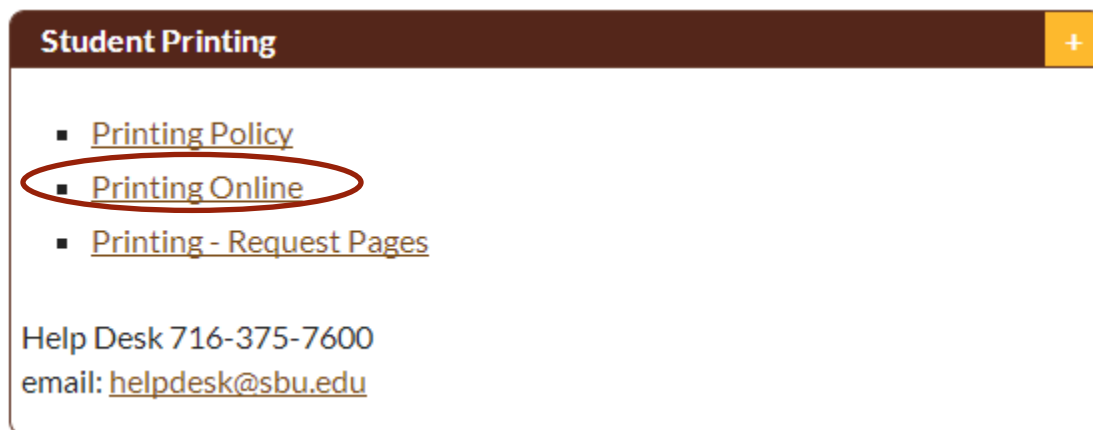**What happens if many people are trying to print at the same time? Will print jobs get backed up?**

- Jobs will print from the printer in the order they were sent. In times of heavy volume, you may have to wait for your document.
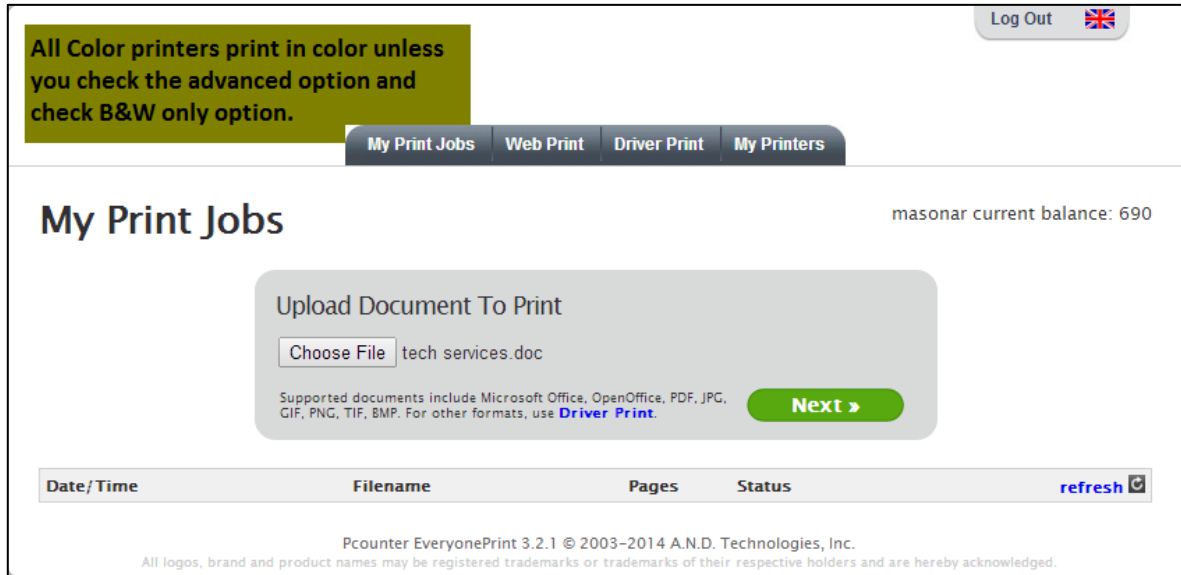
Other features with student printing

- There are some other features that you can use with student printing. If you click on the *My Printers* tab at the top of the page, you will see that you can click to make some printers your favorites. Nicknames can also be made for frequently used printers

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"**.

Student Printing   +

- Printing Policy
- Printing Online
- Printing - Request Pages

Help Desk 716-375-7600
email: helpdesk@sbu.edu

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

4. Find your document on your computer and click "**Open".** Then click
    "**Next".**
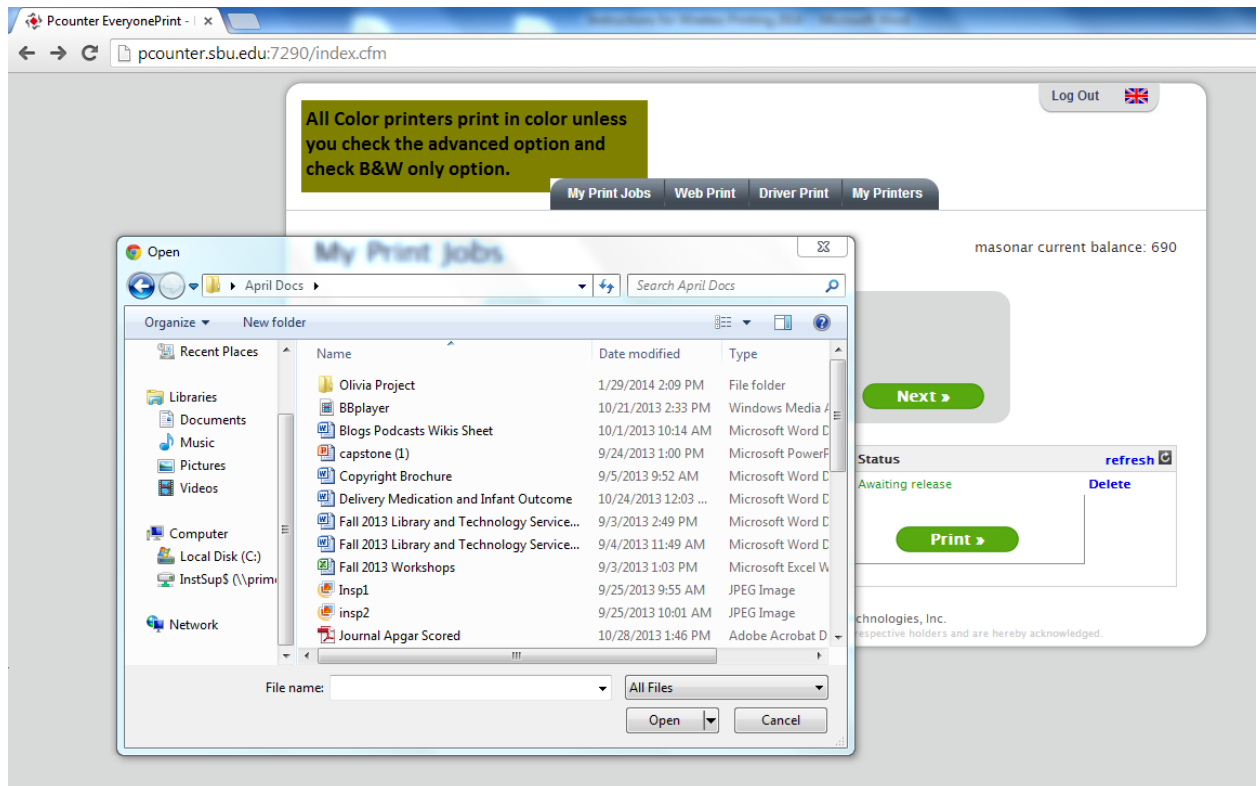
5. You should then see *"Your print job has been added successfully. It will be processed automatically in a moment."* You will see that the status of your document is processing.

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.

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.