

SON Student Printing Instructions

How to print to SON Student printers

1. Open the application you will be printing from: This example uses Microsoft Word
2. Select **File**
3. Select **Print**
4. Select the Printer: **SON-Student SecurePrint** (might also be called **SON-Student_Printer**)
5. Select **Print**
6. In the popup window, provide your **JHED ID** example: **JDoe13**
7. Select **Print**
8. You can retrieve your print job at any printer with the secure release terminal attached
Note: The print job will be held for **2 hours** before being deleted from the print queue.

Public Printer Locations:

- a. **Pinkard Building**
 - Room 320
 - Room 313
 - Room 309
 - Lower Level Hallway
- b. **Student House**
 - First Floor Lounge
 - Room 310 "PHD Lab"

9. At the printer, swipe your **Student ID** badge in the card reader attached to the printer or terminal and proceed to step 10
 - a. If you do not have your Student ID with you, follow these steps:
 - i. Start by **touching the screen** or select **Sign In**
 - ii. Enter your **JHED ID** Example: **JDoe01**
 - iii. Select **Enter**
 - iv. Enter the corresponding **Password**:
 - v. Select **Enter**
10. Select the **Cost Center** you wish to have charged, choose the **1650030012 - SON Free Student Printing** option to deduct the cost from your **FR EE** printing quota
 - i. On a single function printer, you will see your list of jobs available to print. On multi-function (print/copy/scan) devices, you will need to select **Print Release** from the menu options
 - ii. Select a document to print or choose Print All if you have multiple documents and want to print all of them.
11. On multi-function devices, select the Home symbol and then press "**Sign Out.**" On single function devices, simply press **Exit**