

# 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 N301 (color printer/copier and B&W printer)
    - Outside Room N327 (B&W printer)
    - Lower Level Hallway outside Room N011 (B&W printer)
  - b. **SON House**
    - Room 310 "PHD Lab" (B&W printer)
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**

\* Note, if you do not have enough funds remaining in your Free printing quota, you will be given an insufficient funds message when you try to release the print job. If you receive this message, you will need to go back and select the "**SON ChargeMyStudentAccount**" option. This will charge the your student account and you will be billed later. There is no ability at this time to add funds to your free printing quota.

**Checking how much of your Free Printing Quota remains** - Unfortunately, the large color copier/printers do not have the ability to display your Free Printing balance. However, the terminals attached to the black and white printers will show you how much of you Free Printing funds remain when you swipe into them. Printers with these terminals are in the the Lower Level outside room N011, in the Study Center room N301, and in the hallway outside room N331.



Unknown macro: 'hideelements-macro'