



# Student Printing

Students can copy/print/scan to any of the three multi-function print devices in the 15th floor Computer Lab.

## Printing from an Adler Workstation

1. Select the printer **AdlerSecurePrintQueue5**
2. Print devices are set to duplex printing. Please set the print preferences on your specific application (i.e., Microsoft Word) should you want to print single-sided

## Printing from a Personal Device

1. Compose an email to [CHPrinting@adler.edu](mailto:CHPrinting@adler.edu) from your Adler student email account
2. Attach the document you wish to print (Microsoft Office, HTML, PDF, image file, etc.) as an attachment to the message
3. Log into any student printer when on-campus to retrieve/print the job (jobs will typically be available 5-6 minutes after email submission)
4. You can send a document for mobile printing both on and off-campus

## Retrieving a Print Job

1. Go to one of the printers and login by swiping your ID card on the designated area of the printer
  - a. One-time registration of Adler network account with student Keycard ID may be required. You can also log in manually using the login function / keypad on the printer console should you not have your Keycard ID)
2. Select the print option, then select your items. Items will be stored in the system for up to 48 hours or until you delete them

## Print Allocation

Students are gifted a \$50 print credit (1,000 sheets) per term. Student balances are noted on the printer after the student has logged into the device. Additional copy/prints are charged at \$.05 per sheet (single-sided or duplex printing). Note: This print credit is additive and rolls over into subsequent terms.

Should you exceed your print budget allocation, please contact the IT Helpdesk, [helpdesk@adler.edu](mailto:helpdesk@adler.edu), to have additional credit added.