PRINTING PROCEDURES in the Carman Hall IT Center:

Students and staff must have a currently validated CUNYcard to print in the class lab and in the practice area or Open Center.

Purchase printing credit using either your CUNYcard ID or a Guest card:

CE students must bring their current validated CUNYcard ID to the PHIL (kiosk) located in the Open/Practice area to purchase print credit to their ID card or purchase a Guest card.

To use your CUNYcard ID at the PHIL (kiosk):
1: Insert ID card in swipe strip. Type in password (first initial (Uppercase), second initial (Uppercase), first 6 digits of the social security number, ex. “MD789634”).
2: Purchase print credit to ID card (use bills only: $1, $5, $10, $20) in the increment the student chooses: press DEPOSIT and insert bills. One side black and white copies: 28 cents, two-sided copies: 20 cents; one side color copies: 88 cents; two-sided color copies: 80 cents. No refunds - add more funds onto the print card as needed.

To purchase and fill a Guest card at the PHIL (kiosk):
Purchase print credit (use bills only: $1, $5, $10, $20) in the increment the student chooses: press DEPOSIT and insert bills. To activate card, swipe it and printing credit remaining is listed. Note: the Guest card costs $1. You will not need to use a password in the Open Center with a Guest card. The user name is the number printed at the bottom of the card.

Printing in open center procedure:

STEP 1: At the PC the student is working at:
1: Students choose to print and choose the appropriate printer.
2: Type user name (fname.lname), press enter.
3: Type password (First initial capital, second initial capital, first 6 digits of the social security number), press enter. Students will then see the print balance available. If funds still available, go to step II. If not, refill card at PHIL.

STEP 2: Students go to the touch screen located on the column closest to the PC and attached printer to release the print job.
1: Touch the box with the work “Printing”.
2: Choose the appropriate printer.
3: Type user name (fname.lname), type password (First initial capital, second initial capital, first 6 digits of the social security number).
4: Type, press enter.
5: Highlight printer and the print card balance will appear and you can choose how many copies you plan to print.

Printing in classroom lab procedure:

At the PC the student is working at:
1: Students choose to print.
2: Type user name (fname.lname), press enter.
3: Type password (First initial-capital, second initial-capital, first 6 digits of the social security number, ex. “MD789634”; if using Guest card, press “A” in password), press enter. Students will then see the print balance available. If funds still available, approve to print. If not, refill card.