# Student Printing Guide

Use this quick and easy guide to print your documents directly from our ARU London computers. It walks you through each step to ensure a smooth printing experience.

# Step-by-step printing guide

**Step 1:**

Open the file you want to print (from student email, personal email, VLE, etc…).

**Step 2:**

Select the Correct Printer

1. Click on Print or File > Print (or press Ctrl + P).
2. Check the printer name:
- Make sure the selected printer is secacurerelease on campusprn01
3. If you don't see it:
- Click "See more" printers or "Printer properties"
- Select secacurerelease on campusprn01
4. Once selected, click Print

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## Example of printing from Word below:
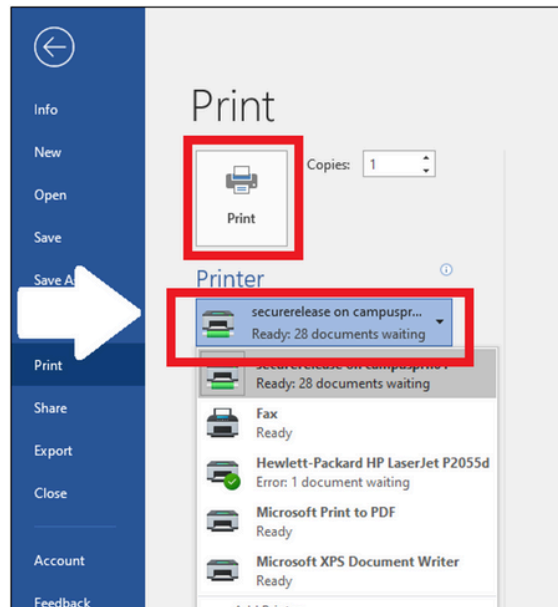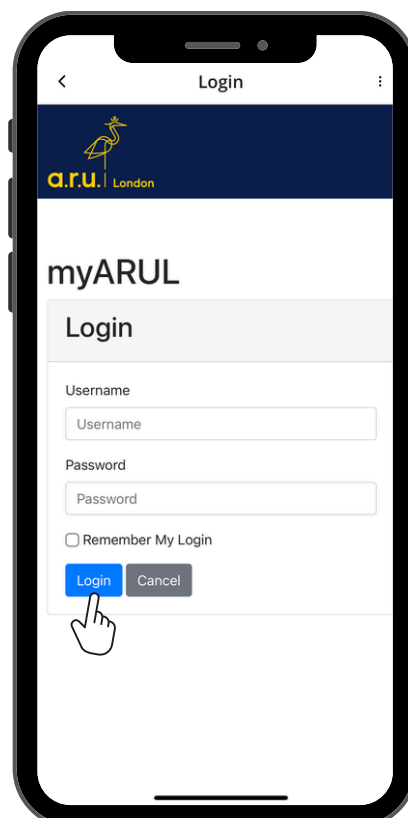


## Example of printing from email:
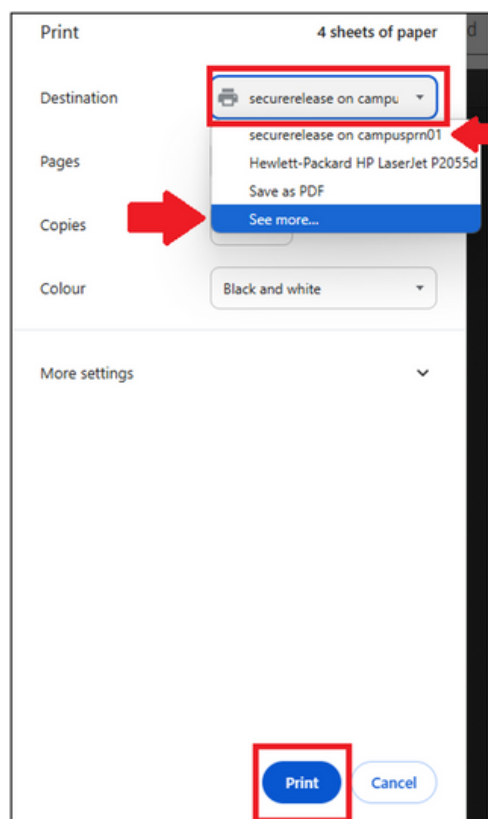
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**Step 3:**

Go to the Printer and open the myARUL App.

**If you don't have the app:**
- Open Google and type "arul" to open the Anglia Ruskin London website.
- Click on the Student Portal, then myARUL, or
- Download the app from the App Store (iPhone) or Play Store (Android).
- Log in there with your VLE number (3xxxxx) and VLE password.

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**Step 4:**

Open your ARUL ID card barcode

1. In the myARUL app, find and tap "ARUL ID Card"
2. A barcode will appear at the bottom of your digital ID

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**Step 5:**

Scan  the barcode at the printer

1. Scan your barcode on the printer's scanner.

**If this is your first time printing:**
- The screen will ask you to enter your VLE username and password to link your account to your ID card
- Once linked, scan the barcode again

**Step 6:**

Print and Log Out

1. Tap "Print All" to print your documents
2. Log out once you're done

**If you experience any issues, please ask a staff member at the library or IT support.**

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