

# How to pick up your print job:

- Touch the screen where it says **please touch here** to begin
- Enter your **student ID**
- Select **Next**
- Enter your **student password**
- Select **Logon**
- Click on **Print Job tab**
- Click on **→ tab**
- **Check** the document you would like to print (press on the checkbox in front of the print job)
- Select **print** on bottom of the screen. You can also **delete** the job if you've decided you don't need this job printed.
- Print jobs will be purged from the printer after **24 hours** – this means you have **24 hours** to pick up your job.
- Select **Logoff** when finished

## **There are 4 printer locations at LMHS:**

1. Library
2. Tech Building – middle floor in Mrs. Freeland's area
3. Room 207
4. Outside of Room 308 or 323

## **There are 2 printer locations at HHS:**

1. Library
2. Help Center