

# 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 3 printer locations at LMHS:

1. First Floor Lobby between Performance Gym and Auditorium
2. Outside of Classroom 227
3. Outside of Classroom 331

## There are 2 printer locations at HHS:

1. Library
2. Help Center