



Document not printing? It could be because:

- ☐ you're not on the school's WIFI
- ☐ you're using a VPN
- ☐ your device is blocking the pop-up where you sign into the printer
- ☐ you've asked for multiple copies of a document
- ☐ your document has too many pages
- ☐ the printer ran out of paper
- ☐ the network is slow or broken

KNOW YOUR LIMITS

Students get to print:

- 100 pages per month
- 2 copies of a document at a time
- 20 pages maximum per print job
- no duplicates of a print job in less than 1 minute

If you hit any of those limits, nothing will come out of the printer. There won't be any message to let you know why.

A "print job" is the item that you are printing. When you hit print, your document becomes a "print job".