

PRINTING INSTRUCTIONS

If you do not have a chromebook to print from, you may use one of the dedicated print computers in the library.

1. Bring up the document to be printed.
2. Go to File>Print or click on printer icon
3. Under Destination and click the drop down menu and select "See More"
4. Choose the appropriate printer based on need:



- * To print black/white in the library, choose: FHS-PC-LIB-BW
- * To print color in the library, choose: FHS-PC-LIB-COLOR
- * To print black/white by the counseling center, choose: FHS-PC-LOBBY-BW

5. Click "PRINT"
6. Click "Sign in with Google" (white button)
7. Click on your name as if you were signing into Google
8. Click on "Continue"

YOU WILL HAVE TO COMPLETE STEPS 6-8 EACH TIME YOU ADD A DIFFERENT PRINTER. ONCE THE PRINTER IS INSTALLED ON YOUR DEVICE, YOU WILL NOT BE PROMPTED AGAIN

PRINT RELEASE

1. Go to the Print Release station (library or lobby depending on where you sent it)
2. Enter your six-digit student ID
3. Make sure the print job listed is your name and the correct number of pages
4. Click “PRINT” and retrieve your document from the printer.

YOU CAN SEND YOUR PRINT JOB TO THE PRINTER FROM
ANYWHERE ON CAMPUS, UP TO 24 HOURS IN ADVANCE!

IT WILL NOT CHARGE YOU OR RELEASE UNTIL YOU COMPLETE THE
“PRINT RELEASE”

PAYMENT FOR PRINTING

ONLY CASH AND COINS ACCEPTED AT THIS TIME

1. Enter your student ID number/lunch number
2. Verify that your name is on the screen
3. Insert cash/coins into machine
4. Verify the amount inserted is the same shown on the screen
5. Click “DONE”

Funds will be deducted from your account as you print.

THIS IS **NOT** TIED TO YOUR LUNCH ACCOUNT

NO CHANGE WILL BE GIVEN – NO REFUNDS

If you need to get change to pay for printing see Mrs. Lewis. The machine WILL NOT make change.

Make sure when printing that you do NOT have extra blank pages at the end of your document. They will be counted as a “printed page” and will be deducted from your account.