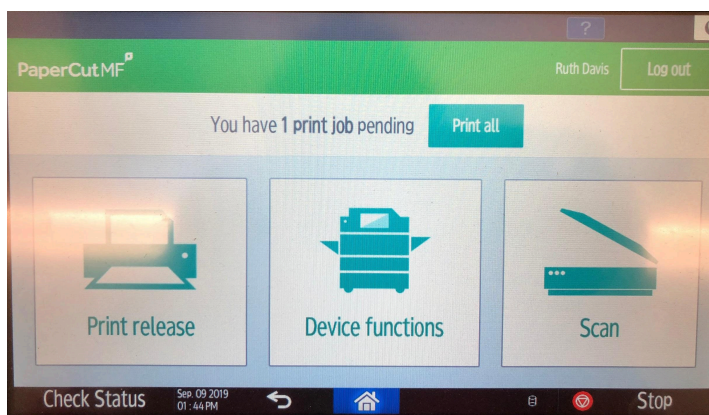


Printing

Now that each student has a device to use throughout the day, it is strongly encouraged that students access files digitally and share files rather than physically printing documents.

However, we understand that there are times that it is necessary to print a document. Each laptop is configured to have access to the district printers through FollowMe Print **when connected to the school WiFi**. Students will not be able to send print jobs to FollowMe Print while outside of the school building. When a file is sent to FollowMe Print through the printing option, a copy of that file will be saved in queue for a maximum of three (3) days and can be printed from Savin copier located in the Media Learning Commons between 7:00 am - 7:35 am (before school); 10:39 am-11:20 pm (lunch); and after school. Students are not permitted to print during their assigned class meeting time. You can send print jobs to FollowMe Print while in school only.

To retrieve a file that has been sent to FollowMe Print, users must simply scan their ID badge at the copier and click the PRINT ALL button to release the pending print jobs.



What if I want to print at home?

There are a few options that we can recommend if you choose to print from home.

1. Use a hardwired connection from your printer to connect a USB cable directly from the laptop to the printer
2. Add a wireless printer from your home network
 - a. Go to SETTINGS>DEVICES>PRINTERS and SCANNERS>Add printer or scanner