

How to Print @ Trinity High School

Staff & Students:

To print from a school computer or Chromebook:

Select- **THS_StaffFollowME** OR **THS_StudentFollowME**

IF IT DOES NOT SHOW UP UNDER PRINTER DESTINATION, SELECT "SEE MORE"

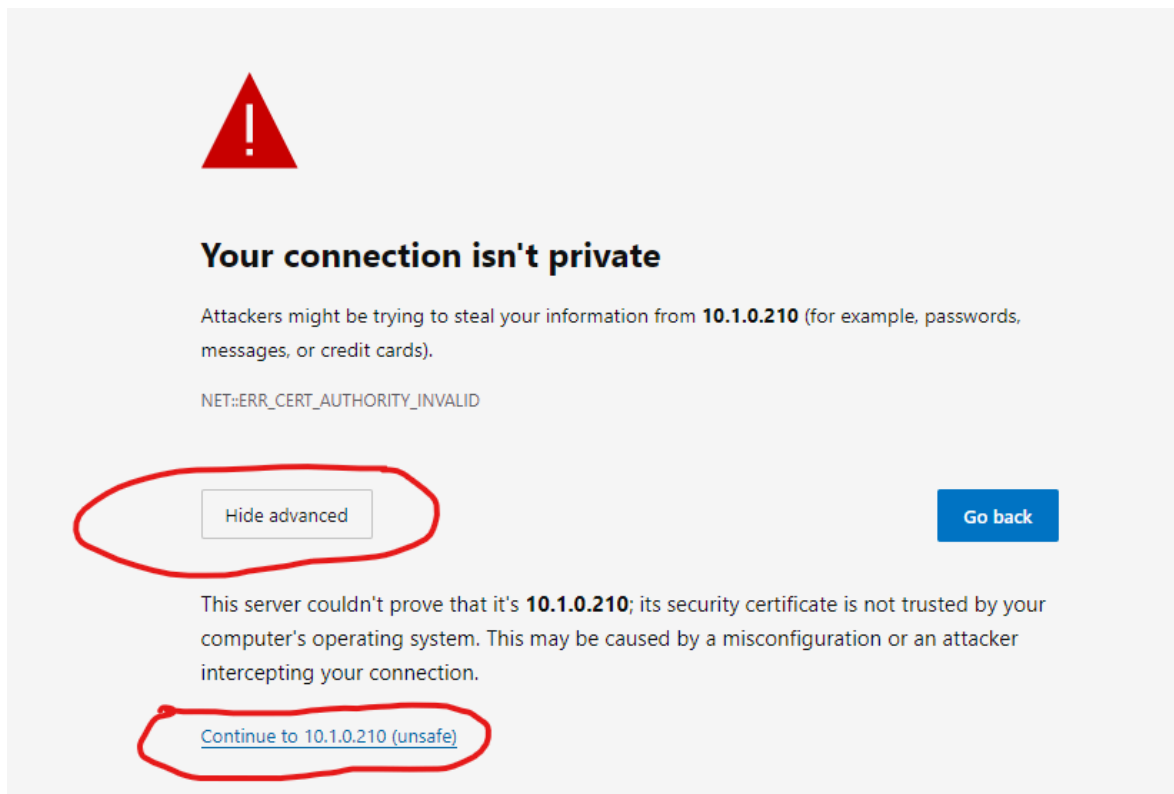
Watch Video:

<https://drive.google.com/file/d/1wvVLRKg2s21CiBm3iU4mMRsZNmCD4zYV/view?usp=sharing>

You **must have a MyQ PIN**. Search in your email for MyQ Pin- If you don't have this...

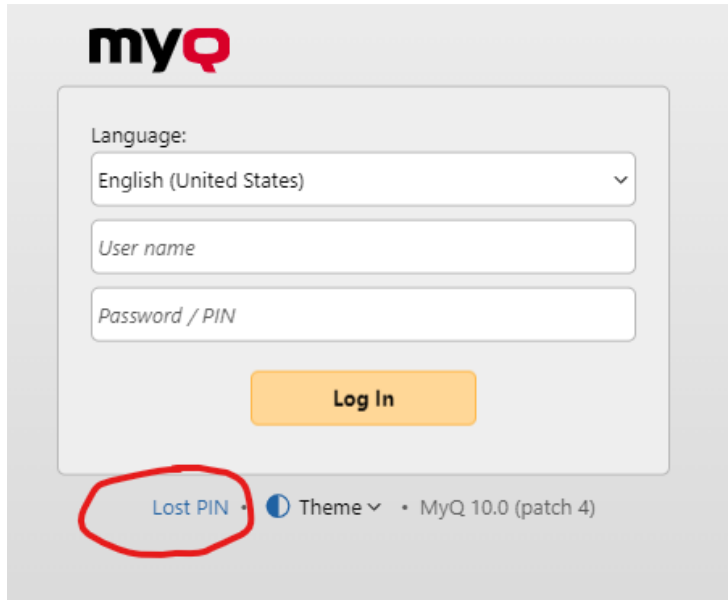
Set up a new **MyQ Pin** at <https://10.1.0.210:8090/en-us>

1. You must be on the county computer Network
2. When you click on the link, you will see this...



- 3.
4. Select "Advanced"
5. Select "Continue to 10.1.0.210 (unsafe)"
6. Select "Lost Pin"

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myQ

Language:
English (United States) ▾

User name

Password / PIN

Log In

Lost PIN • Theme ▾ • MyQ 10.0 (patch 4)

- 7.
8. Enter your email address
9. A reset pin will come to your email address
10. Enter the “reset pin” and then a new MyQ Pin will be emailed to you.

STUDENTS CAN ONLY PRINT TO THE MEDIA CENTER, except for the computers in the B building.

Faculty and Staff can go to any new printer/copier on campus, enter their MyQ PIN and their print jobs will print out.

Printer locations are the following:

A Building:

Media Center

Teacher Workroom

A3 ISS room

A16 (Coming soon)

B Building:

B20 - Flex Lab

Guidance Office

Main Office

C Building

C74 - Storage Closet

C56 - Office between Chapman and Foods Class

F Building

PD Room (Groves)

G Building

G81 - Teacher Workroom

G62 - Mitchell

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GYM

H82 - Coggins/Spence/Kelly - Office

J Building

J34A (Between Walker and Seltzer)

J37 (Between Allen and Tetterton)

Go to the copy/printer, enter your code, and select **"PRINT ALL"** -

