



How To Print At School

All students should have received their copier code number in their school gmail account. You will need this code to print. There are three printers in the media center you will have access to. Each printer has a keypad to enter the codes.

You need to be logged into the computer before you pull up your document to print. You can log off after you send the print job.

If someone else is logged into the computer and a second student jumps on and pulls up their google account, the printer will not recognize their printer code. The same thing if a student pulls up their google account on a computer the teacher is logged into.

The printers will recognize computers in the classroom and also the media center. The printers have also recognized school laptops that are logged into the county's internet.

Each senior is allotted 100 black and white copies.

Each underclassman is allotted 50 black and white copies.

Do not share your codes with anyone else. You will not be issued any new codes or allotments.

Students need to be very careful when they send print jobs. There is no way to delete a job if you send the document more than once. All copies will print when you log in and be counted against your copy balance.

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