PRINTING TO THE BLC PRINTER FROM YOUR LAPTOP
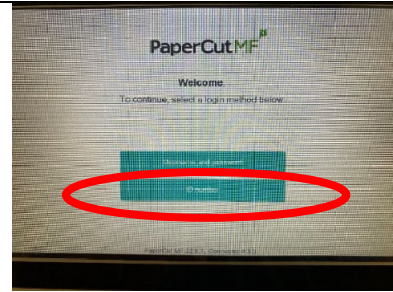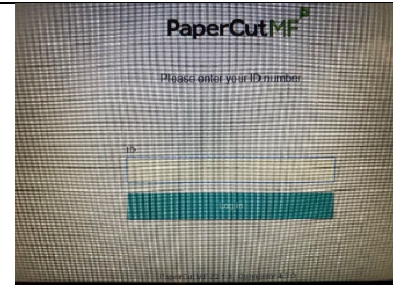
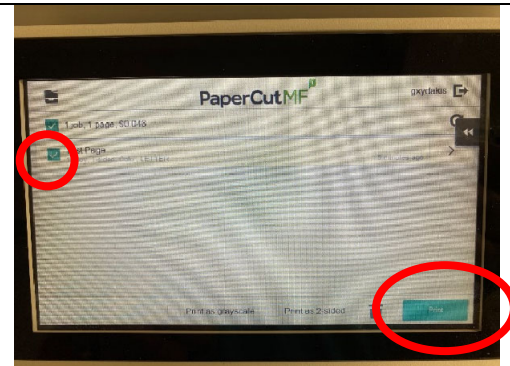|	
The document will not print until you scan your Student ID **at the printer and "release" the print job.**	
At the printer, tap *ID Number* on the screen.	
You should see this screen, where the ID box is empty.	
Scan your school ID's barcode **using the scanner shown here.**	
You will now see the screen with the print job(s) that you sent to the copier. Check the checkbox for the print job(s) to print. Then go to the bottom right and tap the *Print* button. The documents will print.	
LAST IMPORTANT STEP! Log out of the copier by clicking the *Exit Door* button so the next person can print his/her documents.	