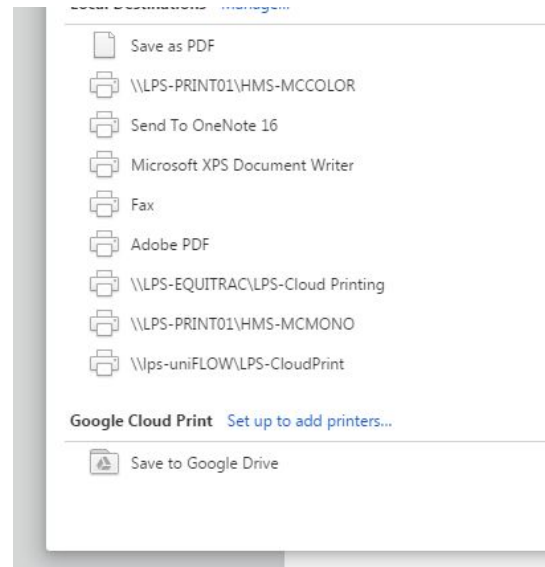# LPS Cloud Printing from District Computers

FIRST – On your computer:

1. Go to your computer's Print Menu
2. Make sure you have the correct printer selected. It should say:

\\lps-uniFLOW\LPS-CloudPrint

3. Press Print

NEXT:

1. Go to either **Copier machine** near the windows

On the copier machine's TOUCH SCREEN:

1. Press **Ad Login**
2. Tap username and type in your user name (i.e. aaron.johnson) & **Press OK**
3. Tap password and type in your password (i.e. Funny16) & **Press OK**
4. **Press Log-In**
5. Choose **Secure Print**
6. Select the document you want by pressing on it
   a. Choose **Options** if you need to print in color, then **change B/W to Color**
7. Choose **Print & Delete**
8. After your document prints, press **Log Out**