LPS Cloud Printing from District Computers

FIRST – On your computer:

- 1. Go to your computer's Print Menu
- 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

	Save to Google Drive
Google	e Cloud Print Set up to add printers
ŀ	\\lps-uniFLOW\LPS-CloudPrint
ß	\\LPS-PRINT01\HMS-MCMONO
ð	\\LPS-EQUITRAC\LPS-Cloud Printing
ß	Adobe PDF
ß	Fax
G	Microsoft XPS Document Writer
ð	Send To OneNote 16
ß	\\LPS-PRINT01\HMS-MCCOLOR
	Save as PDF