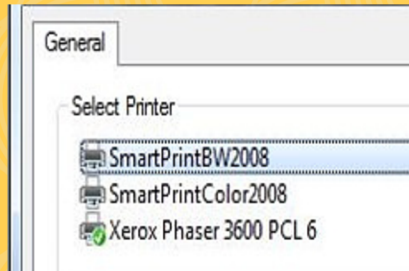


Bruce's Goosey Guide to... ...printing in the library



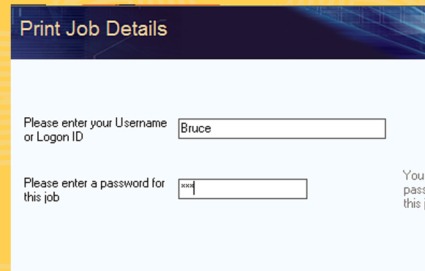
Pro tip

Always start with print preview to make sure you only print what you need.



Select SmartPrintBW for black/white

1



Create a name and password for your document

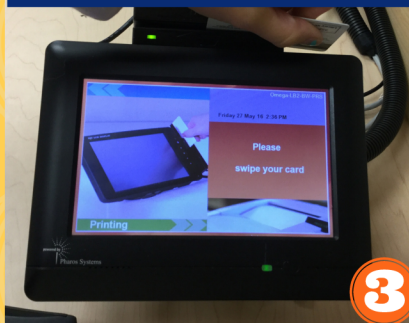
2

Pro tip

Keep your password short and sweet!

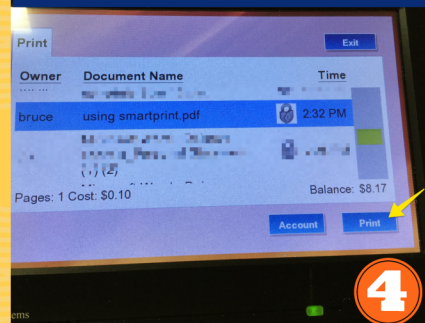
example: "123"

Swipe your LakerCard in the card reader



3

Find your document in the list and tap Print

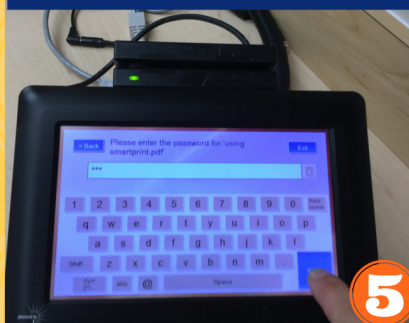


4

SmartPrint locations

There is a printer on each level of the library.

Enter your password on the screen and tap Enter



5

Collect your print job from the printer



6

- ▶ Alert Library staff to printer, card reader, or paper issues.
- ▶ Visit clayton.edu/printing-services to print in color
- ▶ Visit lakercard.clayton.edu to check or load LakerBucks.