Printing on the Student Computers

1) For the purposes of this guide, we printing a document from using Microsoft Word, however other applications will be very similar.

2) In the application, select **Print** (Ctrl P). This will open a window as shown below:

2) Select the printer that you want. This is done by selecting from the drop down list as illustrated below:
3) Once you have selected your settings, number of copies and so on, click **Print**. The following message will display in the bottom right hand corner of the screen.

![Message](image)

4) Tap your card on the print release station as illustrated below and your document will print.