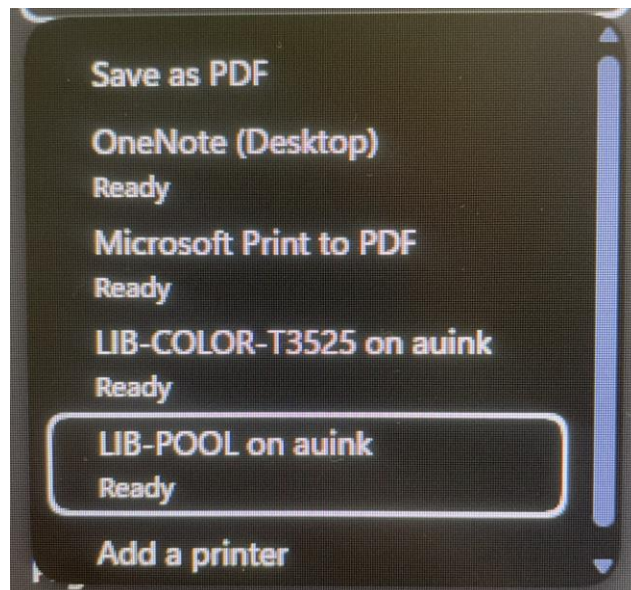
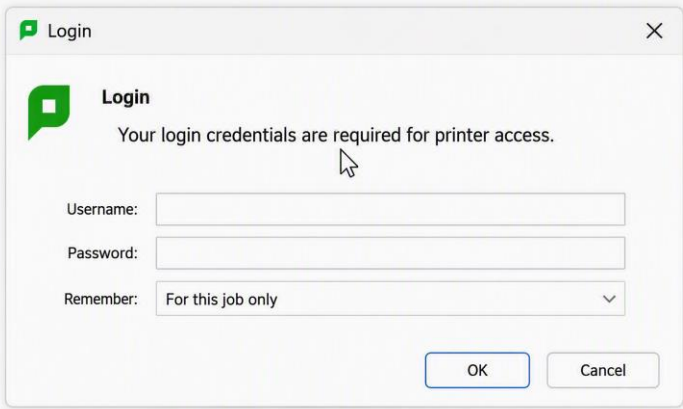


How to Print at Thrift Library

1. Log into a computer
 - Password is “student”
2. Locate the document(s) you want to print
3. Open the print menu using the “print” function or Ctrl+P
4. Select which printer you want:
 - LIB-POOL (Black/White)
 - LIB-COLOR-T3525 (Color)
 - Make sure you select “Color” in the printing menu!



5. Determine if you need color or Black/White printing.
 - Black/White: \$0.05 per side
 - Color: \$0.25 per side
6. Select the number of copies you want.
7. Hit “print”.
8. Log into the Printing System.
 - Username= The first part of your school email (everything before @andersonuniversity.edu).
 - Password= Your Outlook/Microsoft password.



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9. Select “OK” and collect papers.

Ensure you have logged out of any accounts before leaving