How to Print in the Library

1. From the print menu on your workstation screen choose the following printer in the list:
   
   **Library_BW**: This includes the 4 Canon machines on the first floor of the Library, the Canon machine in the Library 2nd floor lab, and the Canon machine on the 3rd floor of the Library

   Click the **Print** button.

2. In the pop-up window that opens next, enter your **Bard e-mail Username without** the extension: @bard.edu.
   
   Ex:    student1@bard.edu

   Click **Print** to continue.

   Your job(s) is now in the print queue.

3. Go to any of the Library printers and swipe your **BARD ID card** as shown. You can swipe from the left or the right with the BARD ID Picture up or down.

   **A BARD ID is required to print.**

4. You will immediately see the **Account** screen. Print jobs this semester will **not affect** your student account balance.

   Touch the **OK** button to continue.

5. You will see a list of the job(s) you’ve sent to the printer. Your jobs are shown by their **filenames**.

   Touch the job(s) you’d like to print. A ✓ will appear in the box next to the job(s). Touch the **Print** button on the bottom of the screen.

   Pick up your job from the printer tray and you’re done! **All print jobs in your queue will be automatically deleted in 24 hours.**