

# LU Print

1. Log in to

4. After selecting a printer, select the number of copies to print:

Pages printed or copies are limited to 50 pages.

5. After selecting the options settings, upload a document to print

Click **Upload & Complete**, the file uploads to the server.

6. Once the document upload is complete, you will be returned to the front **Web Print** page.

7. You can release print jobs in the [LU Print](#) webpage by clicking the [Jobs Pending Release](#) link in the navigation menu and clicking [Print](#) next to the document that you want to release.

Library 1<sup>st</sup> floor lab Printers' location:

1stFloorLab\_1 – Left side of the Tutoring Center

1stFloorLab\_3 – Left side of the IT Service Desk