

For Students

How to **Print on the Desktop**

- 1.) Log onto a printer station computer / google drive with your username and password
- 2.) Navigate to the document
 - i.) Hit the “print icon”
 - ii.) Select the NCPS_Follow_Me option
- 3.) Go to any printer
 - i.) Tap the screen and type in 9+(your 4 digit library pin number)
 - ii.) The document should then print on that machine.

Congratulations! You have
successfully used the printing services!