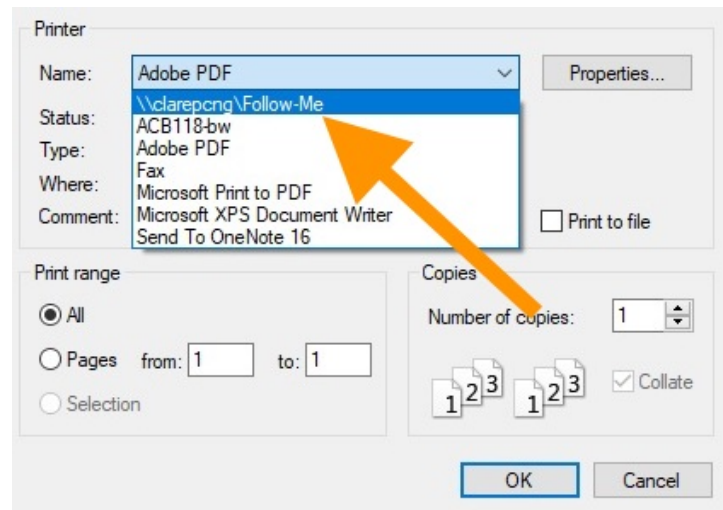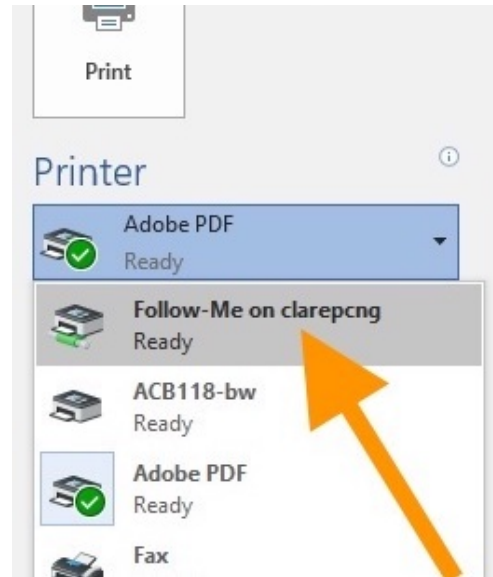# How to Print in the Computer Lab

Please make sure you have money stored on your
CGU ID card before attempting to print.

When you are ready to print, please select the printer called "Follow-Me". Depending on which software you are using, the printer label can say "Follow-me on clarepcng" or "\\clarepcng\Follow-me".

The first two images on the right contain examples of the printer label.

At the printer, you should see an image similar to the bottom image. If you do not, please press the log out button.

Once you see this image, please swipe your CGU ID card. The card reader is located on TOP of the printer, near the BACK of the printer.
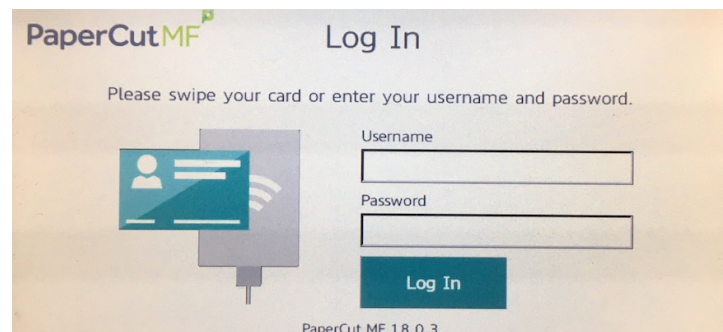
The printer's screen should change to something similar to this first image. It should list the name of the document you are printing.
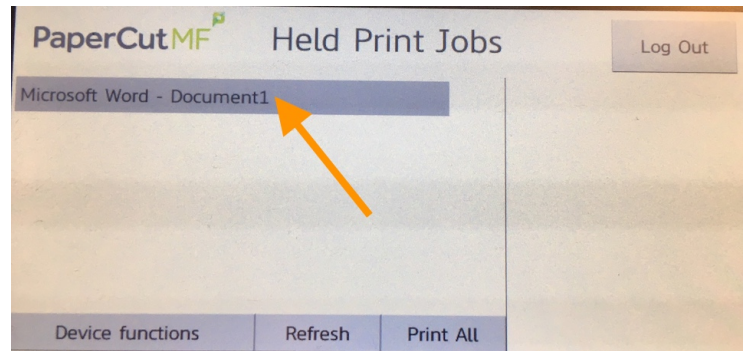
Touch the document name. The printer's screen should now look similar to this image. You will see the total cost of your print job. When ready, touch the print button to pay for the job and print your document.
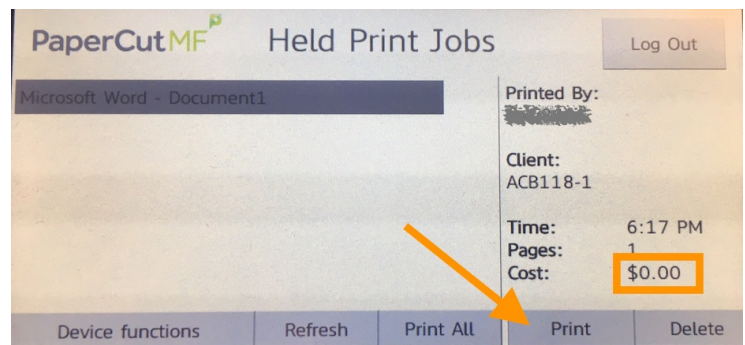
When you are finished printing your documents, please make sure that you log off the printer by touching the log out button on the screen.

If you do not see a log out button on the screen, then press button with the * symbol on the key pad to log out.