*Lancer Ca$h is used as payment for printing.

Using Library Computers:

- After clicking on the print button, a screen will appear. This screen has two blank spaces for information to be filled in. In the first blank, give your item to be printed a name (ex: “history paper”). In the second blank, fill in your Lancer Net ID [your last name, your first initial, and your middle initial].
- Go to the printing station located at the front of the Learning Commons by the windows and slide your Lancer Card in one of the two card scanners. Be sure to have your picture facing away from you and have the black strip on the bottom (this is what the scanner is reading).
- Your items to be printed will appear on the screen. Select the item by clicking on it with the mouse.
- Select the Print button.
- Log out of the Print Station.

Using Remote Printing:

- Open your browser and go to print.longwood.edu
- Upload your files. (Files saved or found online, such as Google Documents, will need to be saved to your device in order to upload them.)
- Go to the printing station located at the front of the Learning Commons by the windows and slide your Lancer Card in one of the two card scanners. Be sure to have your picture facing away from you and have the black strip on the bottom (this is what the scanner is reading).
- Your items to be printed will appear on the screen. Select the item by clicking on it with the mouse.
- Select the Print button.
- Log out of the Print Station.