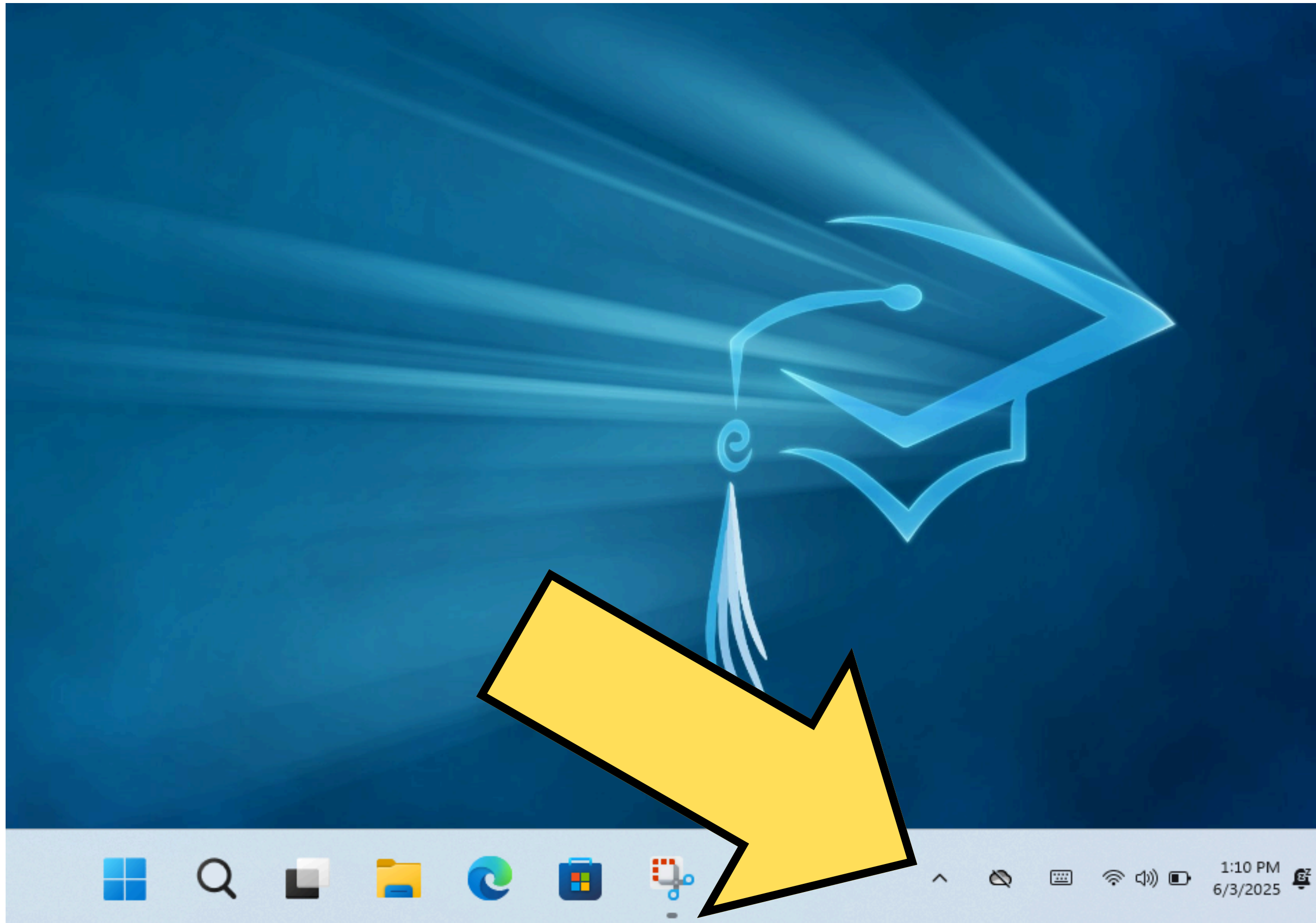


How To Print To Library - *student printer set up*



From your desktop, click here



Select the add printer icon

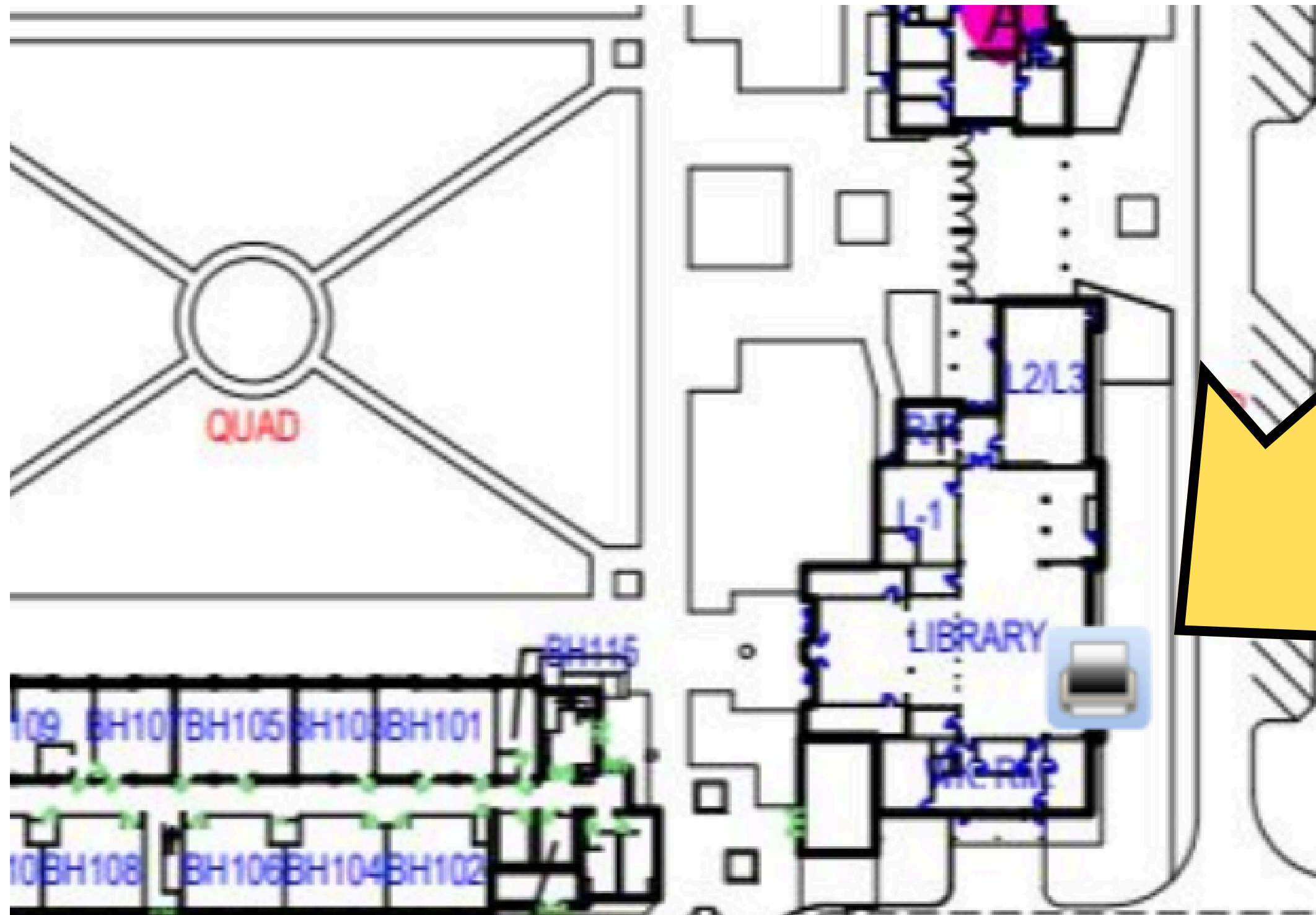


PrinterLogic will open.

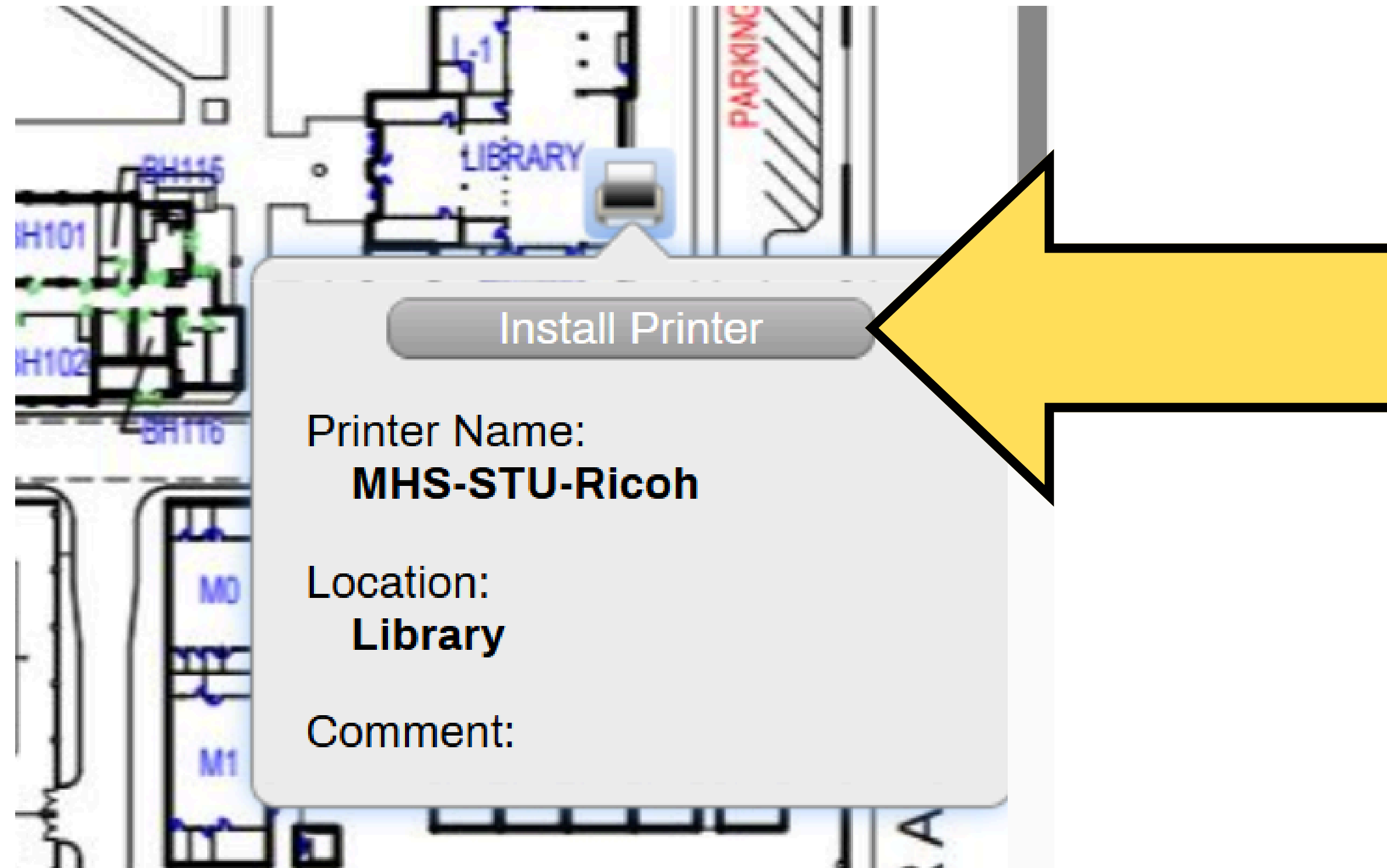
The screenshot shows a web browser window with the following elements:

- Browser Tab:** PrinterLogic
- Address Bar:** <https://fresnounified.printercloud.com>
- Logo:** Fresno Unified School District
- Search Bar:** Printer name or location
- Navigation:** FUSD_Ricoh Printers > McLane High
- Map:** A campus map of McLane High. A pink circle highlights a printer location in a classroom labeled T3. Other rooms labeled include T1, T1A, T5, T7, T8, T6, S113, S109, S107, S114, S110, S10, CAFETERIA, AC104A, AC104, AC103, and AC102. A Varsity Baseball Field is also shown.

Use the map to find the library.

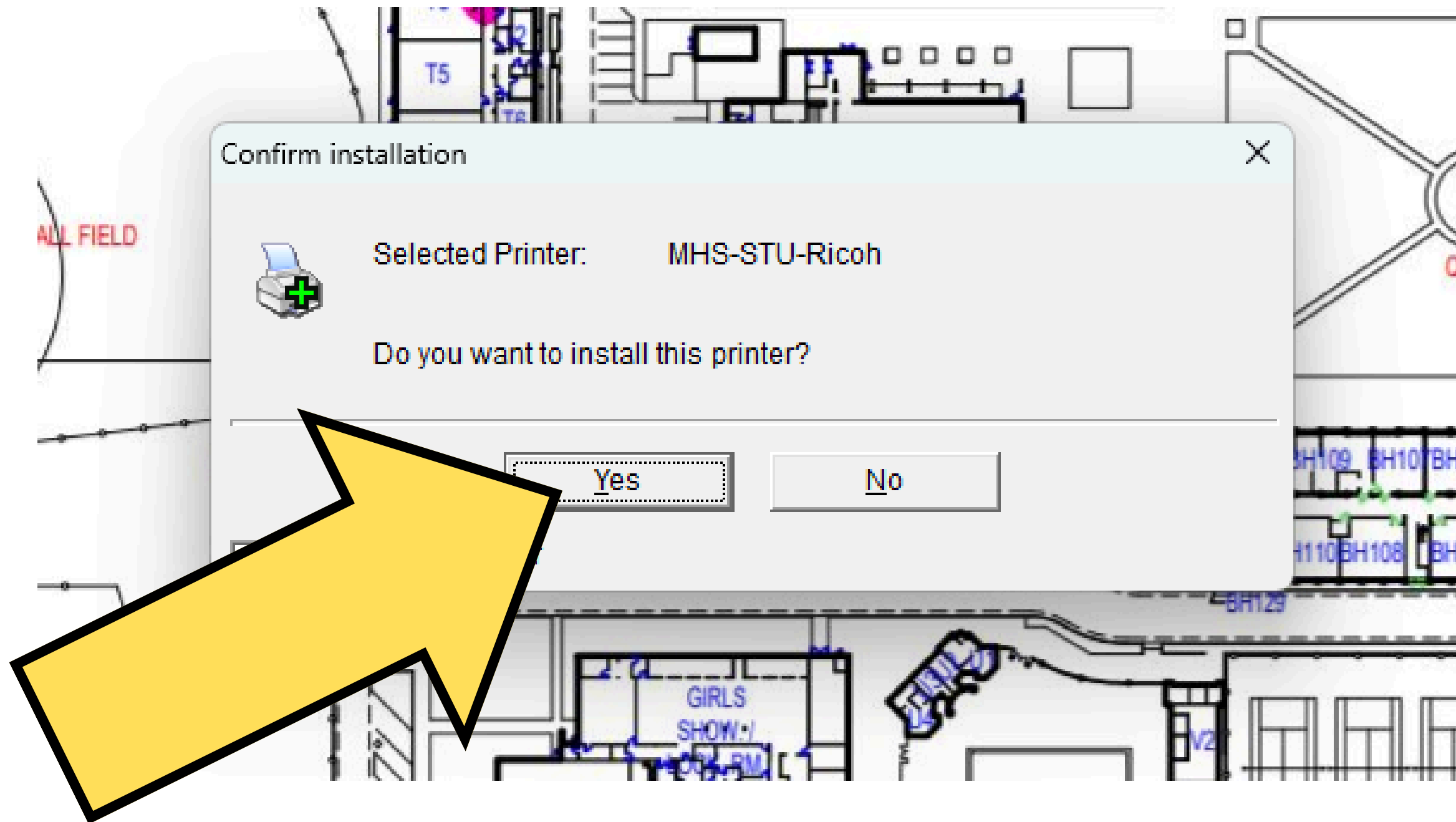


Select the library printer icon and Install.

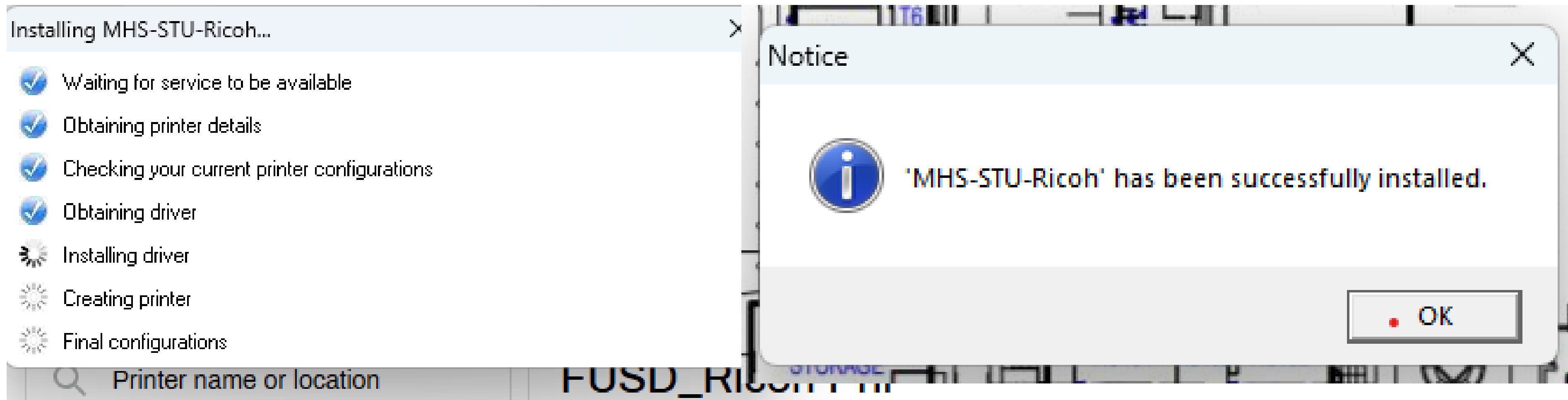


Click YES to install.

_Ricoh Printers > McLane High

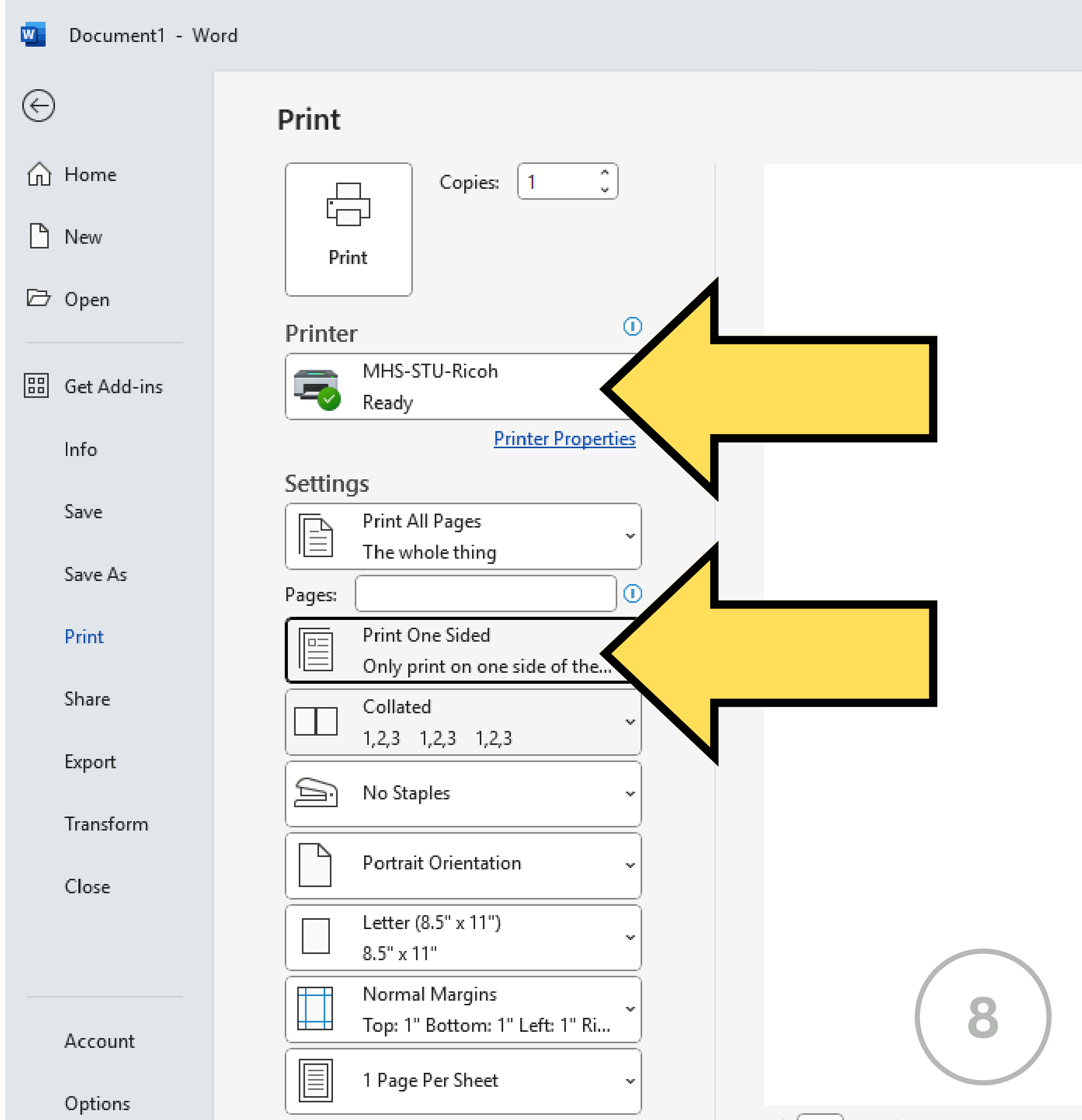


Software will install and a notification will appear when finished.



**Choose
MHS-STU-Ricoh
for printing.**

**Make sure
Print One Sided
is selected.**



The image shows a screenshot of the Microsoft Word application interface. On the left is the ribbon with the 'Print' tab selected. The main area displays the 'Print' dialog box. The 'Printer' section shows 'MHS-STU-Ricoh' as the selected printer, with a green checkmark and a 'Ready' status. A large yellow arrow points to this printer selection. The 'Settings' section includes several options: 'Print All Pages' (set to 'The whole thing'), 'Pages' (empty), 'Print One Sided' (selected, with a yellow arrow pointing to it), 'Collated' (set to '1,2,3 1,2,3 1,2,3'), 'No Staples', 'Portrait Orientation', 'Letter (8.5" x 11")', 'Normal Margins', and '1 Page Per Sheet'. The top right of the dialog shows 'Copies: 1'. In the bottom right corner of the document area, there is a page number '8' inside a circle.

Your document will be sent to this printer in the library.



Feel free to get your copies from the student printer.

1. Press “Quick Print”.
2. Select your User ID.
3. Select file. Print.

You only need to install the printer driver once. After you install, you can print from anywhere on campus.



Questions?
E-mail or message us in Teams!

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