

Need Help Printing?

From a Chromebook

1. Save document or file in your school Office 365 account. (naming and saving to **OneDrive** is best) 
2. From top menu select **file**, then **print**. OneDrive
3. If you do not see **HH Library Copier** as the default printer, select **see more** and find it on the list of available printers.
4. Sign-in to the library copier with user name and password, select **Print Release**, select document from list, then print.

From a Library Desktop

1. After logging on, sign-in to **PaperCut** with school username and password.
2. Select **Add Printers** search for **HH Library Copier**, select **Install**, then open a browser to access your file.
3. Find Office 365 (using the bookmarks folder is best) and sign-in using school username and password.
4. From top menu select **file**, then print.
5. If you do not see **HH Library Copier** as the default printer, select **see more** and find it on the list of available printers.
6. Sign-in to the library copier with username and password, select **Print Release**, select document from list, then print.

*Printing from a personal device
(phone/computer) is not available on HSP
printer networks.*