

JALC PRINT REQUEST PAGE INSTRUCTIONS

FIRST:

Type <https://www.jalc.edu/print-jalc/> into any browser window.

OR

1. Go to jalc.edu
2. Search for Campus Support. Click on our page in the search results.
3. On the CSS page, click on the red PRINT REQUEST button.

Make sure you have already downloaded the files you want printed to your phone or computer (i.e. your documents, photos, icloud, desktop, etc.)

NEXT

Fill out all areas completely. Use the special instructions box to give us more detailed instructions. Upload the file(s) you need printed.

- * Please group similar files together (i.e. 2 sided & stapled together, 1 sided and 3 hole punch together, etc.)
- * PowerPoint slides will be printed 2 to a page unless otherwise requested.

LAST

Once you have info entered and files uploaded, hit the SUBMIT button. You will see a **GREEN** pop up message confirming your submission. If you don't see a pop up, the job did not go through. Try hitting again.

NOTIFICATION

You will be notified by email when your job is ready for pick up. **If you submitted several jobs back to back, you will be notified with ONE EMAIL when all the jobs are completed.** The notification email will go to the address you used in your Print Request.

PICK UP

You may pick up your Print Job(s) in C115. Students pick up at the student pick up window. Faculty/Staff pick up in the front lobby of C115. We are open Monday-Friday, 8-4:30pm and are closed on Fridays during the summer.

Thank you for using our new Print Request Page!

Email print@jalc.edu if you have any questions, issues, or concerns.