



How Does One Print in the Learning Center?



First, from the computer you are at, hit the print button.

(If it is a PDF file, hit the printer icon that frames the PDF file – the standard print button on the main toolbar will give you a blank document!)

([Click here](#) for tips on printing slides in Power Point)



The computer will now ask for your Blinn ID number.

Now look at the end of your row to see which row you are seated at. (Rows A-F)



Go to the printing terminal for your row located on the back wall next to the Learning

Center Main Desk. The terminal will ask for your Blinn ID number and password. (password is your birth date – yearmonthday. For example, if your were born January 8, 1980, you would enter 19800108 as your password.)



A list of the jobs you have sent to the printer will show up on the screen. Click on the job you want and hit the print button below. (Jobs you have sent will stay on the printer queue for approximately 1 – 2 hours after you hit the print button.)

A balance amount will show up at the bottom of the screen. This is the amount you have left for printing. You **do not owe** this amount. \$15.00 of your tuition is for printing fees. (7 cents for each page) This fee **does not transfer** to the next semester. If you run out of money in your printing account, you can add money to your account at the printing station located in the foyer outside the library doors.