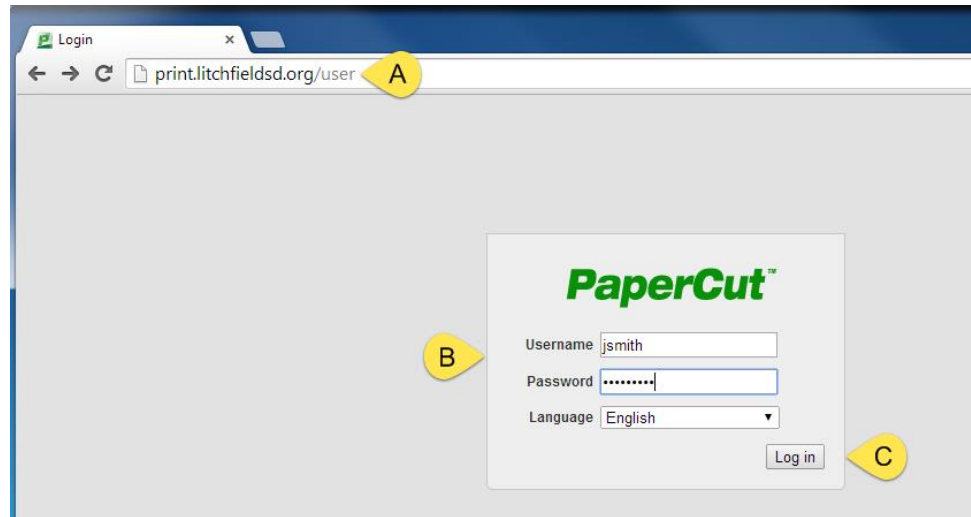


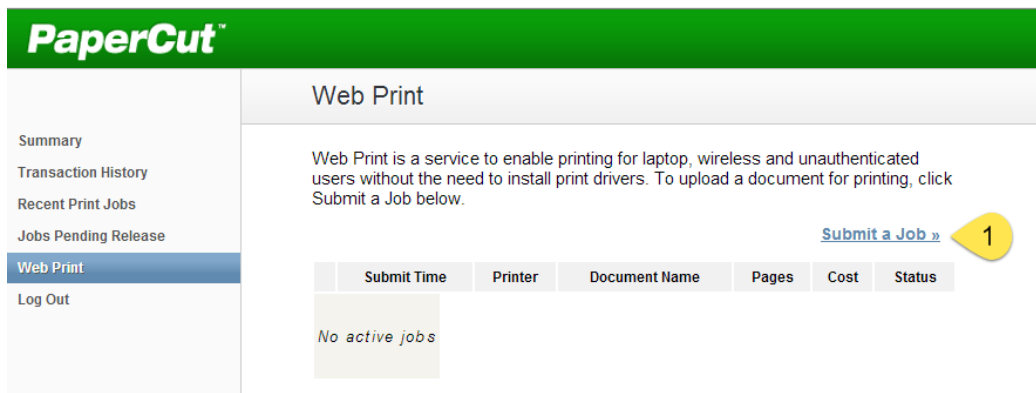
## Printing From a Home or Mobile Device

At the time of publishing this document there are currently four printers in the school district that can be used in this way. They are: CHS Faculty South, CHS Library, LMS Library, and the GMS Copier. Additional printers maybe added in the future.

1. Launch an internet browser.
  - a. In the URL bar type in “print.litchfieldsd.org”.
  - b. Use your Litchfield username/password to login.
  - c. Click “Log In”.



2. Click on “Submit a Job”.



3. Select a Printer.
  - a. Select the printer you would like to print to.
  - b. Click on “2. Print Options and Account Selection” to proceed.

Web Print

1. Printer 2. Options 3. Upload

Select a printer:

Quick Find:  Find Printer

Printer Name ▲	Location/Department
<input type="radio"/> chs-printCHS_FacultySouthLJ	CHS Faculty South
<input type="radio"/> chs-printCHS_LibraryLJ	CHS Library
<input checked="" type="radio"/> gms-fileprintGMS_Copier (virtual)	GMS
<input type="radio"/> lms-fileprintLMS_LibLJ	LMS Library

« Back to Active Jobs

2. Print Options and Account Selection »

4. Options
  - a. Enter your preferred amount of copies.
  - b. Select “3. Upload Documents” to proceed.

1. Printer 2. Options 3. Upload

Options

Copies:

« 1. Printer Selection

3. Upload Documents »

5. Upload.

- a. Click "Upload from computer" to select the file you wish to print.
- b. Click "Upload and Complete" to finish the job

Note: Make sure the document you would like to print is from one of the applications listed.

Select documents to upload and print

Drag files here

Upload from computer **A**

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Office Excel	xlam, xls, xlsb, xlsx, xltm, xltx
Microsoft Office PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Office Word	doc, docm, docx, dot, dotm, dotx, rtf
Microsoft XPS	xps
PDF	pdf

< 2. Print Options **B** Upload & Complete >

6. Verify your job has "Finished".

### Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click [Submit a Job >](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
Mar 19, 2014 10:24:12 AM	chs-print:CHS_LibraryLJ	blank.docx	1	\$0.10	Finished: Queued for printing

7. Pickup your print job!