Using PrintMe @ William H. Hannon Library

PrintMe® Cloud Service lets you send a file, locate a nearby printer, and print securely. At the library, PrintMe works best if you don't have a OneCard, if you are printing from your laptop, or if you would like to use a debit or credit card to pay for printing.

1. Send

Send files to the PrintMe Cloud from a desktop, laptop, smartphone or tablet and receive a **release code**. Choose from a variety of ways to send files:

| UPLOAD TO **prd2.printme.com** (fastest way) | EMAIL TO LMU@printme.com | PRINTME MOBILE APP | USB DRIVE AT PRINTER (fastest way) |
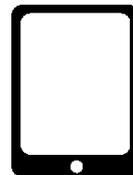
2. Locate

Take your release code to the PrintMe printer located on the first level of the library in the Information Commons.
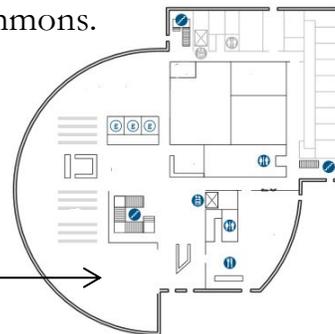
Printme printer →

3. Print

Print when you're ready by entering your release code at the printer.
1. Select "Print" option on printer touchscreen
2. Choose uploading method (PrintMe (email or upload), USB, Mobile)
3. Slide debit, credit, or OneCard.
4. Enter release code for print job.
5. Choose printing options and release print job.

NEED HELP? VISIT THE INFORMATION DESK ON LEVEL 1.