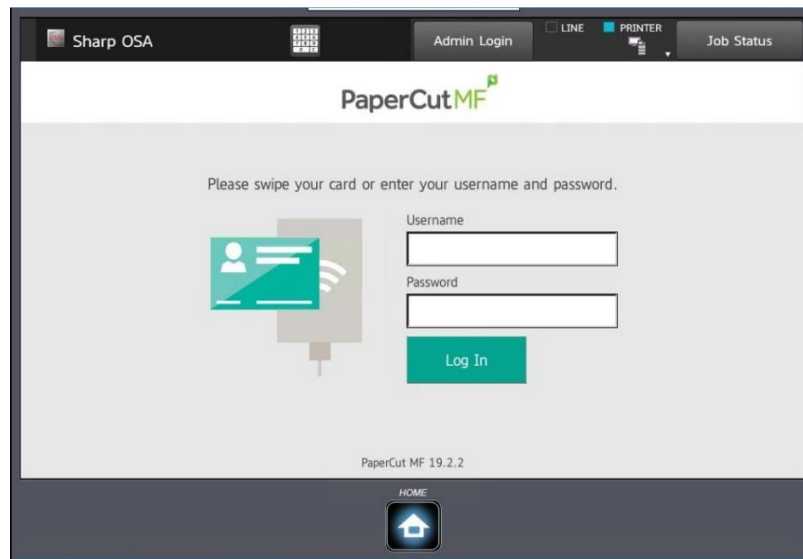


Loyola University USB Printing Instructions for Sharp Print Station

Step 1. Use your Swipe card or enter username and password to access the machine.



Step 2. Select Device Functions on the bottom left of the touch screen.



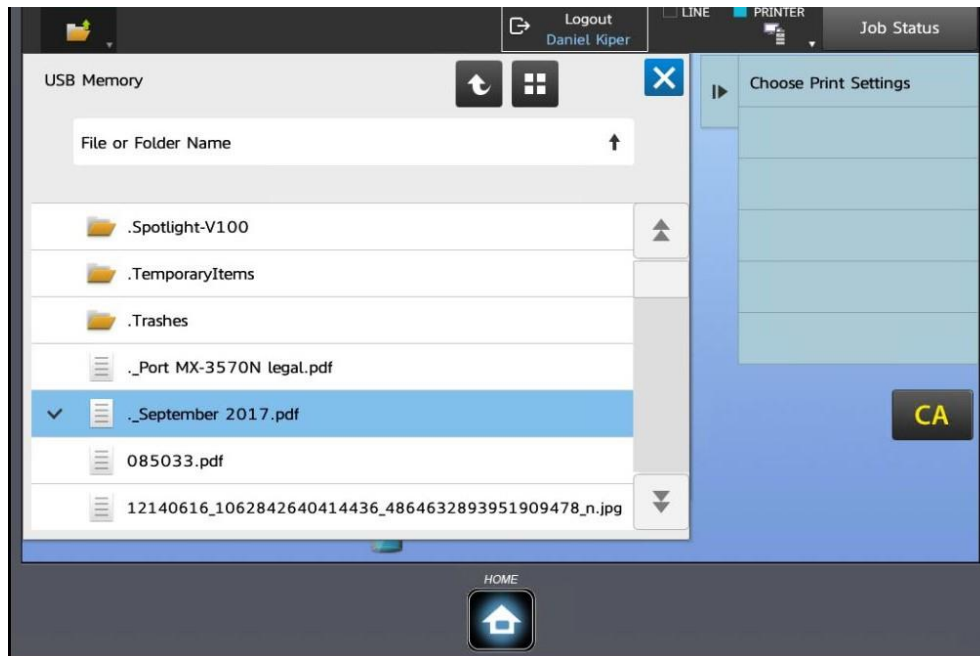
Step 3. Insert your USB drive in the front USB port just below the touch screen.



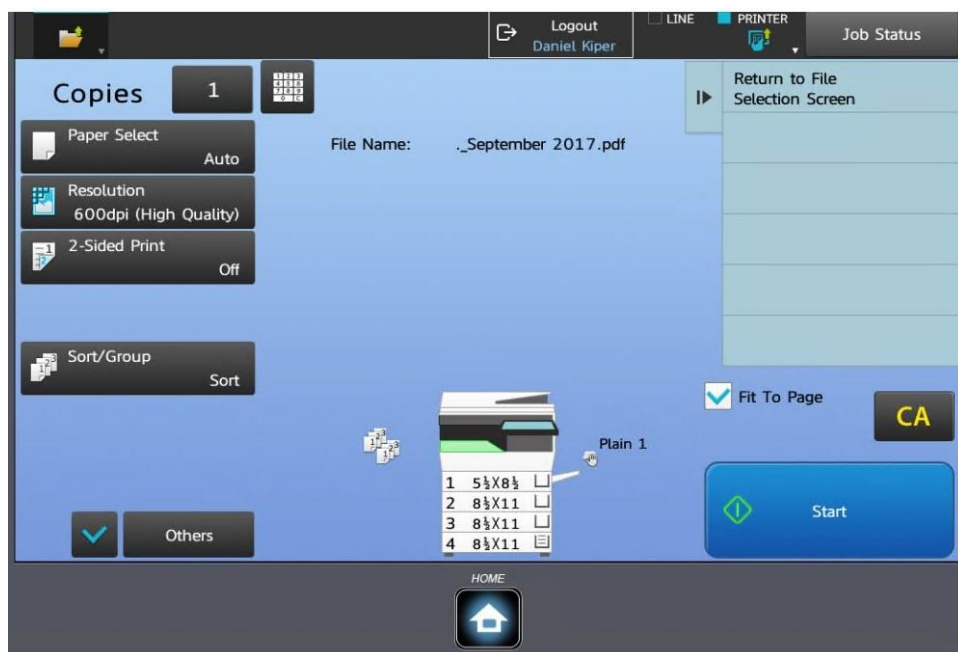
Step 4. Select Print from USB Thumb Drive on the bottom right of the screen.



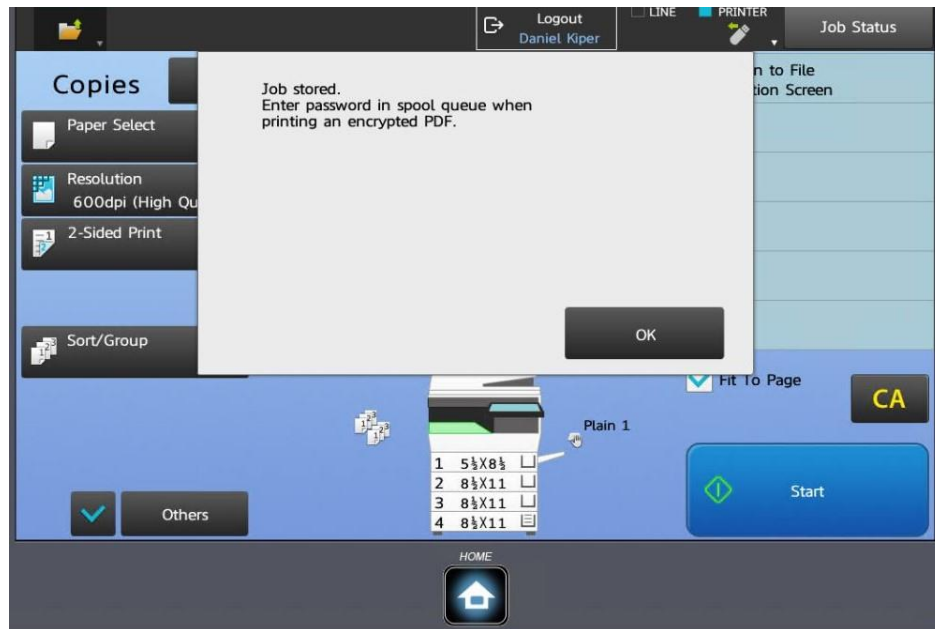
Step 5. Select your file from the print list and then select Choose Print settings on the top right of the screen.



Step 6. Choose your print settings, i.e. two-sided printing and touch the start button on the bottom right of the screen.



Step 7. A message will pop up just select OK on the touch screen.



Step 8. Remember to logout, select the logout button with your name on it at the top of the touch screen.

