SMART PRINTING

Tips for Students/Employees:

♦ Are you printing a **Large or Complex Job**?
  - If the **blue lights** are flashing, it means the job is being processed. You may need to wait a little longer for large or complex documents.

♦ Is your **Card Swipe not working**? Try the following:
  - Make sure you are swiping the card level with the edge and slowly enough to be read.
  - If the 1st step doesn’t work, log in manually with your username and password using the touchscreen keyboard.

♦ Have you **logged off**?
  - After printing your jobs, remember to **press ACCESS to log out** of your account and prevent someone from using your print credits.

♦ **Forget your ID Card**?
  - You can use the touchscreen keyboard to log into your account by entering your Loyola username and password.

♦ **Did you know you can print from your mobile device**?
  - Email your print jobs from your @loyola.edu email to mobileprint@loyola.edu or mobileprintcolor@loyola.edu and release them at any Smart Printer.

Check out our [Smart Printing website](#) for more information and a [map of public area printers](#).