

How to Print Your Documents at Simmons Public Printers

1. Double click your username
2. Click to highlight your documents
3. Select Print
4. When prompted to swipe your card, make sure to swipe with the photo side on the left

Tip: put your thumb over the photo and slide the card evenly from top to bottom.



Look for the “Print Job Approved” text to appear in the lower left-hand corner. This will tell you that your print job went through and how much money you have left on your card.

If you do not see the “Print Job Approved” text (even if it beeped), it did not work, your balance did not change, and you need to select your document and swipe again.