



## Important Information Concerning Your Print/Copy Account.



- Be sure to review all your print jobs before printing
- Go to "myLakeland," "Student" tab, "Print Fund Manager" link under myRecords to: check on available funds, add funds to your account, or get more information
- There are no refunds on funds added to your account
- Black and white is \$0.05; color is \$0.25 per page
- If you encounter issues with your printout, please see the navigation desk staff
- To ensure another user does not access your account, be sure to log out of the computer when you are finished
- Funds allotted to your account will only remain active until the end of the semester

### HOW TO PRINT:

When you click "  " you will be prompted to Log in with your User ID and Password.

User ID: For example, jsmith12 (only!) if your Lakeland e-mail address is [jsmith12@mail.lakelandcc.edu](mailto:jsmith12@mail.lakelandcc.edu).

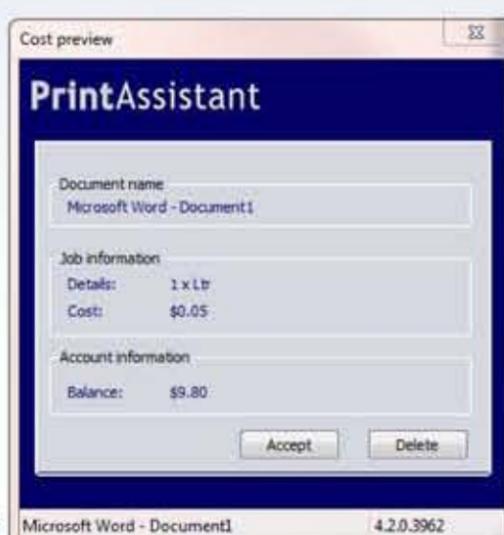
Password: The password you use for myLakeland.



### HOW TO COPY:

When you select the copy feature, the system will prompt you to swipe your ID card. If you do not have an ID card, you can select "Alternate Login" and enter your LID number into the PIN prompt. Upon swiping or entering your LID, you will enter your numeric date of birth (mmddy) at the password prompt.

The Cost Preview will display how much the print job costs. When you accept the charges, your print job will be released to the printer. If you do not want to print the job, you can select delete.



Once you have completed making your copies, please make sure that you log out by selecting the "Log in/Out" button.

**Lakeland**  
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