**How to Print

**Step 1.** Print you documents as you normally would. (Number of pages printing cannot exceed 10 or it won’t print. If it does exceed 10 pages in the print menu input 1-10 in the pages box. *see image for reference.)----->*

**Step 2**. Click on the windows icon in the lower left and type Web client, then double click it. (if it doesn’t open right click on the Blue Z icon in the lower right corner and click open.)

**Step 3**. Once the program opens, log in using your student ID and the month/day born as your pin.

**Step 4**. Click the check box to select the documents you want to print and then click “pay and print”