

HOW TO PRINT IN THE COMPUTER LABS CONVENIENTLY

Instructional Lab Assistants
JSQ L419 Open Lab, ext. 5362
JSQ S217 Open Lab, ext. 4358
NHC N224 Open Lab, ext. 4625
www.hccc.edu/its/computer-labs

We are providing help to computer users to get access to the printing at Journal Square and North Hudson Campuses during Stage 2.

The computer users can request to print their documents at computerlabs@hccc.edu.

STEPS TO FOLLOW:

- The computer user needs to give us **24 hours advance notice**
- We need to know **what campus** they would like to pick up the print job, and **how many copies** will be needed.
- The lab assistant will print out the document and place it in an envelope with the computer user's name.
- Our department will coordinate with the library department; therefore, the envelope **can be picked up curbside**.