Select the print option from the app you wish to print from.

Select “Printer” from the Printer Options menu, and a list of printers will appear. From the list, select the printer you wish to print to. (See Figure 1). To locate the name of the printer, look for the name on the Xerox sticker attached to the printer.

Enter your St Leonards Network username and password when prompted. (See Figure 2)

Please note that some printers can only be accessed by St Leonards College Staff and therefore cannot be logged into.