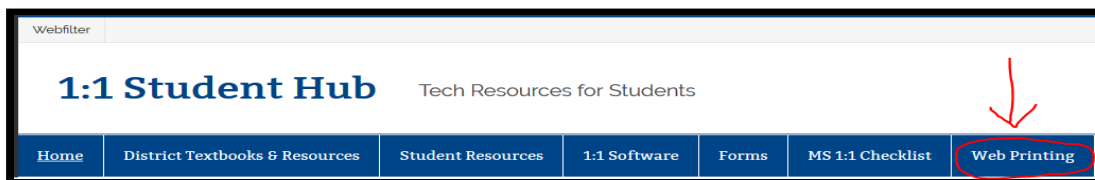


## CLSD Printing using a Secondary 1:1 Device

1. In Office 365, **download** the file you want to print into to your Documents folder.



2. Open an internet browser and go to <http://journaling.clsd.net/hsfalcons> . Click on the **Web Printing** shortcut.

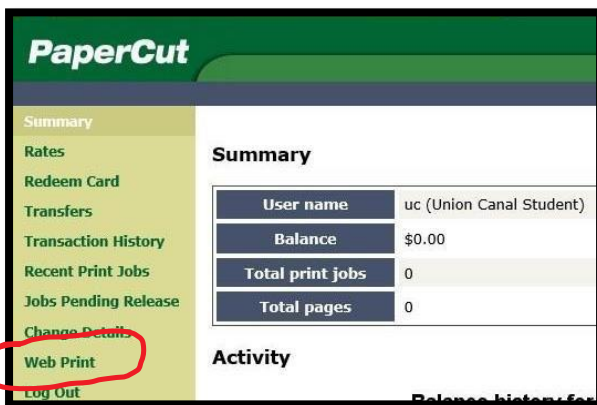
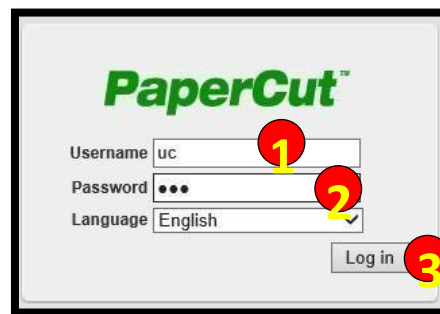


3. Enter your username and password for your computer. Then click **Log In**

Example:

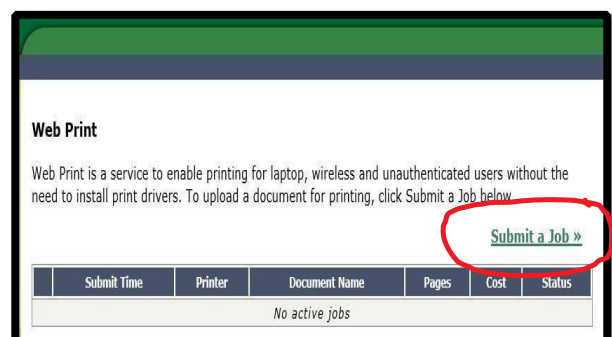
Username: cl25griswaldc

Password: 1234

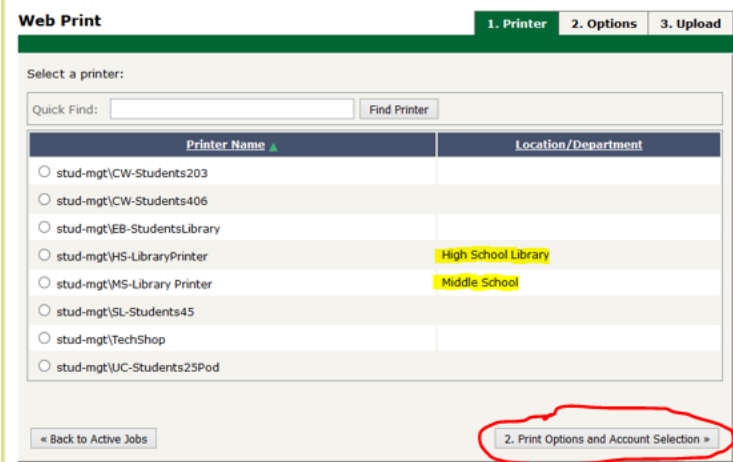


4. Choose **Web Print** from the left menu.

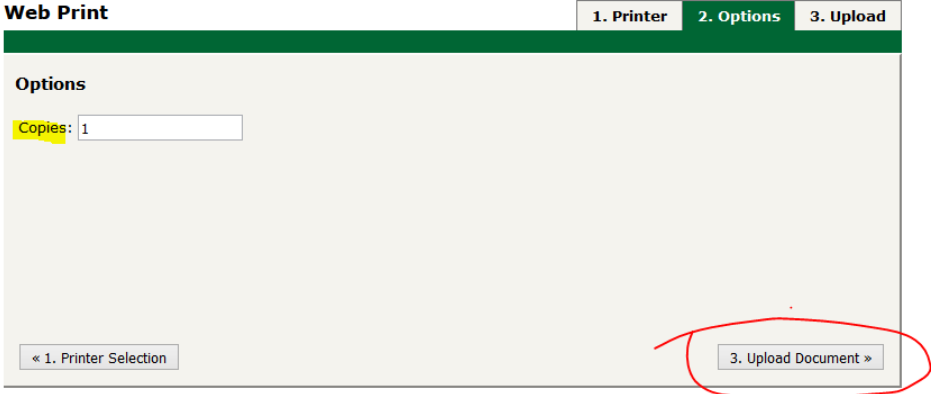
5. Click on **Submit a Job**.



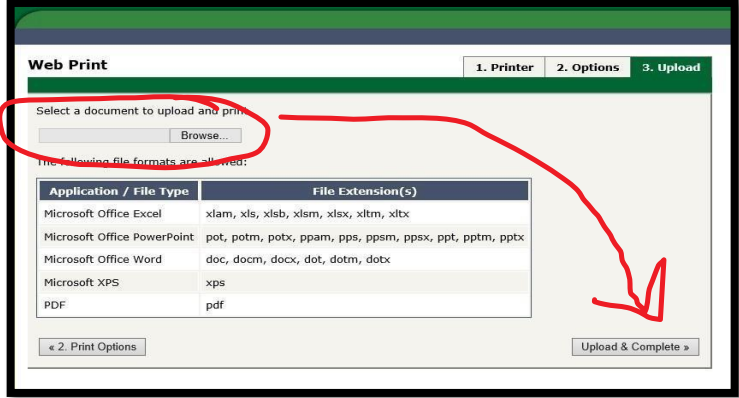
6. Select the appropriate printer (read the printer names/locations) and continue to **Printer Options and Account Selection**.



7. Enter the number of copies you want, then click **Upload Document**.



6. Press **Browse** to locate your document. Click on it to select it, and click **Open**. \*Note the document must be saved to your computer. It can't be uploaded directly from another website.



7. Click on **Upload & Complete**.

Your document will then print automatically. If you run into an issue or your document does not print, please ask for assistance.