

# Panola Student Printing Station

In order to print, follow the steps below:

**STEP 1: Purchase a PRINT CODE. Once purchased, you will be given a Copy Code card with your codes. Please keep this information safe.**

The print codes are \$30.00 for 250 print pages (either color or black & white). You may purchase this code from the following locations:

- **Carthage Campus** – Brooke Works, Cashier's Window
- **Marshall Campus** – Kim Harris, Front Desk
- **SRTC - Shelby Regional Training Center (Center, TX)** – Conna Cutsinger, Front Desk
- **SCC - Shelby College Center (Center, TX)** – Trellis McCann, Front Desk

**STEP 2: Log into the computer at the Print Station of your choice.**

## PRINT STATION LOCATIONS:

- **CARTHAGE** – Inside the Library and inside the Health & Natural Science Building
- **MARSHALL** – Inside the Marshall Office (Marshall Mall)
- **CENTER** – Inside SRTC and SCC facilities

**STEP 3: Access your document(s). You may access your document(s) for printing three ways:**

1. By USB
2. By email
3. By Google Drive

**STEP 4: Follow the directions below to print your document:**

Select File → Select Print → Select Print (again) → Enter your print code & press ok

**STEP 5: Grab your printed documents and DO NOT FORGET to grab your USB and/or sign out of any personal emails or accounts before you leave the station.**

*If you need technical assistance or have questions regarding your print balance, please contact IT by email at [its@panola.edu](mailto:its@panola.edu).*