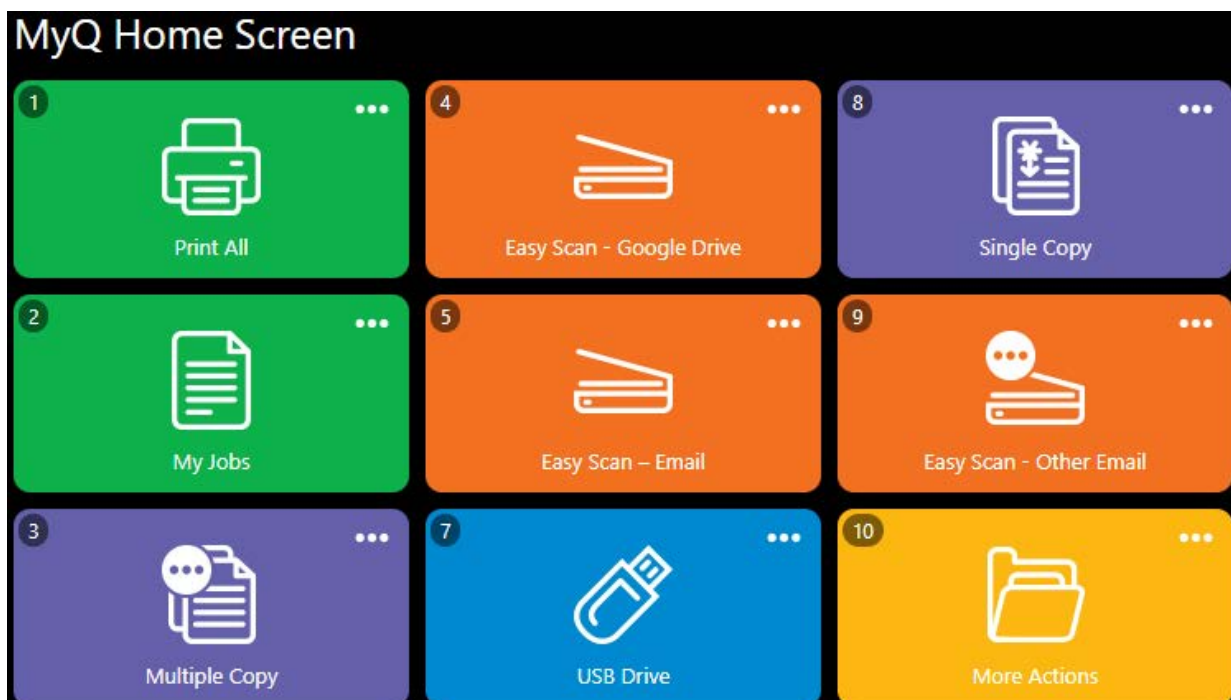


Lawton Community Schools — MyQ 10.2 User Guide

Printing, Copying & Scanning

Welcome!

This guide will help you quickly learn how to use **MyQ 10.2** for all your printing, copying, and scanning tasks at **Lawton Community Schools**.




1. Logging In & Navigating the Home Screen

1. Enter your PIN on the MyQ terminal.
2. You'll see the **Home Screen**, which includes:
 - **Print All** — press this to automatically release (print) your queue
 - **Easy Scan - Google Drive** — scan documents directly to your Google Drive
 - **Single Copy** — use to make a quick copy
 - **My Jobs** — your held print jobs
 - **Easy Scan - Email** — use to make a quick copy to your email account
 - **Easy Scan - Other Email** — use to scan documents to another email account
 - **Multiple Copy** — access advanced copy options
 - **USB Drive** — ability to print directly from a USB drive

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- **More Functions** — can be ignored at this time
3. To log out, tap **Logout** on the top right.

2. Printing from Your Computer

1. In your document, choose **File** → **Print**.
2. Select the printer named **LCS_Print**.
3. Adjust your settings:
 - Pages (e.g., 1–3)
 - Color or Black & White
 - Duplex (double-sided)
4. Click **Print** — your job is now held securely in MyQ.
5. Go to any MFP in Lawton Community Schools, log in, and open **My Jobs** to release your print.
6. Tap **Logout** when finished.

 *Tip: Your job will not print until you release it.*

3. Copying Documents

1. From the Home Screen, select **Single Copy**.
2. Choose your copy settings:
 - Number of copies
 - Duplex (double-sided)
 - Enlargement/Reduction
3. Press **Start** to begin copying.
4. Tap **Logout** when finished.

4. Scanning & Sending to Email

1. From the Home Screen, select **Easy Scan - Email**.
2. Adjust settings if needed:
 - File format (PDF or JPEG)
 - Resolution (DPI)
 - Color or B/W
3. Place your pages on the glass or in the feeder.
4. Tap **Start** to send your scanned file.

5. Tap **Logout** when finished.

💡 *Scans are automatically sent to your school email address.*

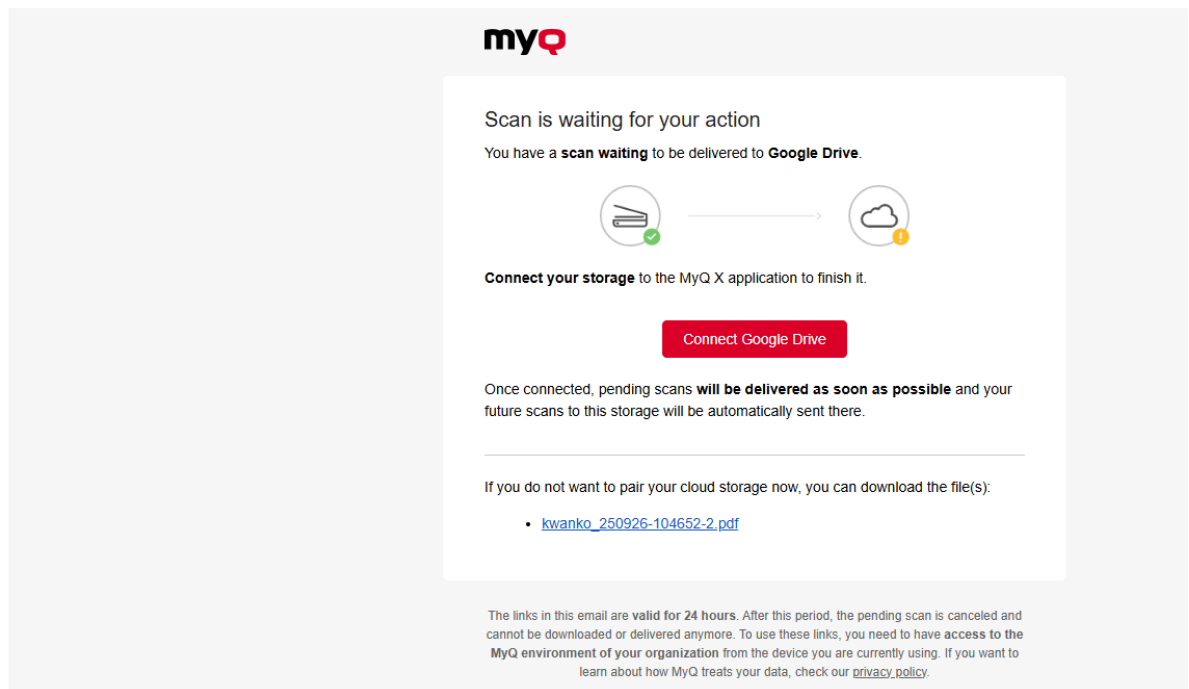
5. Scanning to Google Drive

1. From the Home Screen, select **Easy Scan - Google Drive**.
2. Adjust settings if needed:
 - File format (PDF or JPEG)
 - Resolution (DPI)
 - Color or B/W
3. Place your pages on the glass or in the feeder.
4. Tap **Start** to send your scanned file.
5. Tap **Logout** when finished.
6. You will then receive an email asking for permission to link MyQ with your school account.

MyQ: Scan is waiting for your action Trash x



kwanko@lawtoncs.org
to me ▾



7. Press "Connect Google Drive" then choose your school account and follow the prompts.
8. You will likely see a "Your connection is not private" page. You want to click Advanced and then Continue to proceed.
9. You should now see the scan in your Google Drive. If not, you may have to send it again.
10. You will only receive this email the first time you use this feature.

💡 *Scans are automatically sent to your school Google Drive account.*



5. Printing Via Email Attachments

Anyone with a @lawtoncs.org email account can email attachments to print@lawtoncs.org. The attachments will automatically appear in your print queue. This is especially useful if you are working from home and don't wish to print at home. Also useful for staff who bring in their personal devices (not recommended).

Printing via email attachments will only work from your @lawtoncs.org email account.



6. Troubleshooting & Tips

Issue	Possible Fix
My job isn't showing up	Ensure you printed to the MyQ queue and are logged in under the same account.
"Not Authorized" error	Contact me at helpdesk@lawtoncs.org to confirm your PIN number.
Printer jam	Follow on-screen instructions, then reprint your job.

Always log out after finishing — this keeps your jobs secure.
