Alternate printing options while the Lehigh Libraries are temporarily closed

The following options are available for academically-required printing while some campus buildings are closed (including the Libraries) during the university's scaled back campus activity.

**Option 1:** Access printers located in the University Center (2nd floor in Grace Lounge). Check the University Center website for hours.

**Option 2:** Print to the Lehigh Mail Center at Farrington Square, following these instructions. The Mail Center is open **Monday through Friday, 8AM-5PM, and Saturday, 10AM-2PM.** Note that the Mail Center will be closed for the holidays December 24 through January 3, 2021, reopening on Monday, January 4th.

1. Send your document(s) to remoteprint@lehigh.edu from your "lehigh.edu" email address and include the following information in the text of your email:
   a. Your Legal Name (No "nicknames")
   b. Your Lehigh Identification Number (LIN)
   c. A short justification (1 sentence) as to why this document is necessary for academic purposes

2. Guidelines for documents:
   a. All documents submitted to the Mail Center must be in a PDF or MS-Word format.
   b. Please limit files to 20 pages or less.
   c. Use filesender.lehigh.edu for files over 20MB.
   d. Do not send documents containing sensitive or personally-identifiable information.

3. Wait 2 hours before going to the Mail Center. If submitting print jobs after hours, please allow two hours after opening the following day before pickup.
4. Pick up your printed materials at the Mail Center as you would a package.
5. Confirm that you have received the printer output that you expected before leaving the Mail Center.

For questions related to your print job and its status, email remoteprint@lehigh.edu. For general printing questions, please contact the LTS Help Desk at 610-758-4357 or helpdesk@lehigh.edu.