Printing from PC to Copier

You will need enough credit on your account before you send your document.

Select Printer
Select from the dropdown list
Take care here with your choice

Send to Print
Click on the Printer icon

Print Job Billing
This box now appears
Check your details carefully
All OK? Click Print

Confirmation
Watch for this message
It confirms your job has been sent
You can now collect your work

To send to Library copiers
B&W: select LibraryMono on Tapi
Colour: select LibraryColour on Tapi

Printer Properties
Click here to select double-sided

Copies
Choose the number of copies you need

User Name
Is your User Name shown here?
No - Log out and Log in again

Printer Selection
Have you chosen a Library printer?
“LibraryMono” should be showing
(or “LibraryColour” for colour)

Collecting
Your job has now been sent
You can send more jobs before collecting
Collect from any Library copier
Collecting Printing
Collect your work from any Library copier

**Touch In**
Put your card to the blue reader

**Log In**
Touch Alternate Login onscreen then type your **User Name** [Done]
Then type your **Password** [Done]

**Touch Print Job Release**
The Print Screen now opens

**Select Documents**
Your sent jobs are now listed
Touch a job to select it
Select all the jobs you want to print
Selected jobs will now be ticked

**Touch the Print Button**

**Touch the Exit Button**
After printing you can now Log Out

Please Be Aware
Two-sided prints may take longer to appear
Colour printing may also take longer
Colour prints cost more than mono

Logging In
Birkbeck students and staff can Touch In
ALL users can Log In manually

No Print Jobs Listed?
Common reasons for this include:
**Not enough credit before sending**
Add more credit to your account

**Jobs sent to another printer**
Check which printer you sent to
Go back to the Print dropdown list
Look for the words *Library* and *Tapi*

Logged in as another user
The previous user did not fully log off
Log off and log in again

Logging Out
Touch your User Name (top right)
Touch Log Out to finish