

Printing in the Library

In order to print inside the Library you will need to log in to a PC using your IT Services user name and password
If you have forgotten your user name or password go to IT Services on the Ground Floor - Affiliates and visitors should go to the Help Desk

You can now send your printing jobs to the Library photocopiers

This allows you to continue working and send more jobs then collect them all when you are ready to
Simply send your work and then log in to any of the black & white photocopiers to collect it
Colour printing should be sent to and collected from the colour copiers opposite the Reading Room

Printing

Click on the **File** tab
Select the **Print** option
(NB: when printing from PDFs see below)

Select a Printer

Click the downward arrow on the drop down list to choose which printer to send your work to

Print to Copier

Click this option to send your work to Copier
The yellow highlighting indicates that this choice is being selected

Use the drop down lists to choose the right settings for your print job

Print

Copies: 1

Printer

- Library Open Area Printer on chenab
Ready: 23 documents waiting
- Library Seminar Room Printer on chenab
Ready
- Library B/W Photocopier on chenab
Paused: 1 document waiting
- Library Colour Photocopier on chenab
Ready: 6 documents waiting

Printing from PDF

When printing from PDF you must click on the Printer icon located **inside** the PDF window

Printer

Library B/W Photocopier on chenab
Paused: 1 document waiting

Printer Properties

Settings

- Print All Pages
Print the entire publication
- Pages: 1
- One page per sheet
- A4
21 x 29.7 cm
- Print One Sided
Only print on one side of the sheet

Page Ranges in PDF

If your PDF is (say) pages 24-36 of a book then your page range choice is from 1-13 (**NOT** 24-36)

Printer Properties

Use the link to see a list of print options including duplex (or double/single sided printing using the **Finishing** tab)

Page Range

Select from the drop down list or type a page range into the **Pages** box

Page Size

Printing via Copier allows you to print on A4 or A3

Print Both Sides

Choose to print on one or both sides of the paper

Printing from Copier

Balance

You will need enough credit to print the entire job before you start

Cost

Charges for printing are the same as for copying
You will only be charged for a printing job after the document has been printed

Work Waiting

A list of all the documents you have sent to the copiers for printing is shown on the screen once you have logged in

Select

Touch the screen on the name of the document you want to print out next
It will turn yellow to indicate that it has been selected

And Finally

When you have finished all your printing tasks don't forget to touch the Logout button to end your session

Print

Touch the Print button to print out your selected document

Delete

Touch the Delete button to delete the list of jobs or any that are selected

Select All

Touch the Select All button to select and highlight all the documents listed

Print All

Touch the Print All button to print all the documents that have been selected

