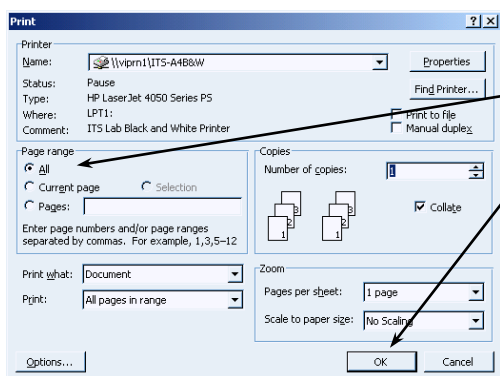
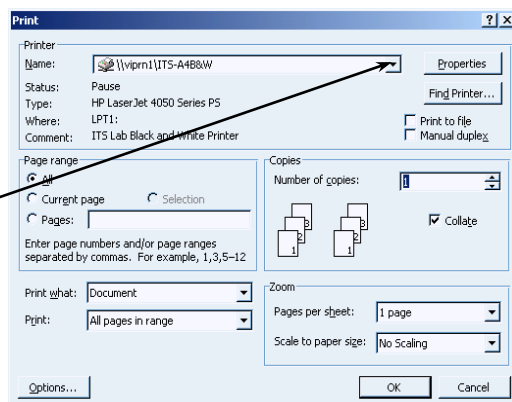


## Printing on University PCs

**This Quick Guide describes how to print in University PC facilities managed by IT.**

1. Log in, as usual, and copy any work you wish to print to *My Documents* (the N: drive) if necessary
2. Ensure that you have credit in your printing account (see overleaf for how to top this up)
3. Open the file to be printed in the appropriate application (e.g. Microsoft Word)
4. Check the *page size* is correctly set (normally **A4** but an A3 printer is available in the Library) - usually found under **Page Setup...** from the **File** menu

5. Open the **File** menu and select **Print...**  
The *Print* dialog box appears, allowing you to choose a printer. To print in black and white, click on the *list arrow* attached to the **Name:** box and choose **ITS-A4B&W** (the default); for colour select **ITS-A4COLOUR**



6. Set the required **Print range** then click **[OK]**

**Tip:** Print a maximum of 20 pages at a time, especially if printing charts or other graphics. Issue several print jobs to print all your work. This way, if anything goes wrong, you don't pay for too many sheets of rubbish.

The print job(s) is/are now submitted to the printer system. You have 24 hours in which to go to a *Print Release Station* to get your printout or cancel the job(s).

7. When you have finished your work, log out of the current PC then log in to a *Print Release Station* (there is one or more of these in all PC labs)

### Printer Availability

**ITS-A4B&W**

- Available in all ITS facilities
- For black & white output
- Cost 5p per sheet

**ITS-A4COLOUR**

- Available in S@iL, Palmer G05b
- For colour output
- Cost 30p per sheet

A list of your current print jobs is displayed, as shown to the right:

8. Click on the job you wish to print (use **<Ctrl>** click or **<Shift>** click to choose more than one)
9. Click on **[Print]** to print it/them

Note: To cancel one or more print jobs, repeat step 8 then click on the **[Delete]** button.

10. End by logging out of the *Print Release Station*

Releasing Print Jobs

This screen allows you to release print jobs to a printer. Select a job and click print or delete.

Jobs Sorted by Date and Time

Job Name	Owner	Date
http://www.info.rdg.ac.uk/student/	SteveG	17/09/2004 17:36...
Microsoft Word - essay-wk4.doc	SteveG	17/09/2004 17:31...

Balance  
Total £0.10

Print Delete

## Topping-Up Your Account

The printer system is linked with your Campus Card. Credit can be added to your account through the Campus Card portal, via the cash kiosks in the Library foyer or top-up cards available from the University Library Reception or at London Road.

If you need to transfer money from your card account to your online account for printing, then you need to visit an MST machine first. MST machines are located in Agriculture GL20 (the 24 hour PC facility), the Library and by the Porter's Lodge at London Road. Further information is available in the Campus Cards FAQs at

<http://www.reading.ac.uk/internal/campus-card/sac-campus-card-FAQ.aspx>