

Printing and Photocopying

This is a guide to printing, and photocopying using the Library Printers and Library Printer Copiers.

Colour, black and white printing and photocopying, both A4 and A3 size, are available on the Library Printer Copiers, on level 0 of the JB Priestley Library. Black and white A4 only printing is available on the Library Printers, on levels 0 and 01 of the JB Priestley Library and the Self Service printers in some computer rooms around campus.

COSTS

Printing and photocopying are charged from the same Pharos account.

Printing and Photocopying Price per Page

A4 black and white	single sided	5p	double sided	4p
A4 colour	single sided	10p	double sided	8p
A3 black and white	single sided	10p	double sided	8p
A3 colour	single sided	20p	double sided	16p

ADDING MONEY TO YOUR PHAROS ACCOUNT

Add money to your Pharos account via one of the Pay Stations situated in each of the libraries.

1. On the screen, touch **PHAROS Logon**.
2. When **Enter ID** appears on screen, hold your card to the top of the grey box below the screen.
3. Feed coins or notes into the machine to the total you want to add to your account. Notice that your balance on screen is updated immediately.
4. Touch **Exit** on screen.

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PHOTOCOPYING

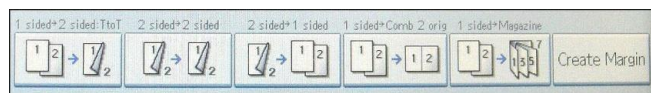
Single Sided Copies

1. Hold your card against the black box on the right hand side of the machine.
2. Enter your PIN when asked for a password and touch **OK** on screen.
3. Your account details will be displayed. Touch **OK** on screen.
4. The machine will default to printing. For photocopying, press the button labelled **Copy** to the left.
5. The machine defaults to black and white, if colour copies are required touch **Full Colour** on screen.
6. Place the original face down on the glass plate in the top left corner, the machine should detect that it is there.
7. Choose the number of copies required using the numbered keypad.
8. Press the green **Start** button and the copy will be printed.
9. Logout of the machine by pressing the button labelled **Logout** on the left, then touch **Logout** on screen.

Double Sided Copies

1. Follow Steps 1-5 from the above section on: **Single Sided Copies**.

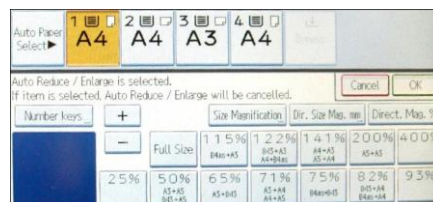
2. Select one of the preset options on screen.



3. Place loose sheets on the auto document feeder on the top of the machine, in the correct order. If your originals are not loose sheets of paper go to Step 6.
4. Choose the number of copies required using the numbered keypad.
5. Press the green **Start** button. The documents will then be scanned and copied. Go to Step 11.
6. For originals not in loose sheet form, place the first page of the original in the top left hand corner of the glass plate and close the lid.
7. Choose the number of copies required, using the numbered keypad.
8. Press the green **Start** button. The first page of the original will be scanned.
9. Place your next page of the original on the glass plate and press the green **Start** button. Your next original will be scanned.
10. When you have scanned the last original, press the **#** (hash) key to finish and the copies will then be printed.
11. Logout of the machine by pressing the button labelled **Logout** on the left, then touch **Logout** on screen.

Enlarging and Reducing Copy Sizes

1. Follow Steps 1-5 from the above section on: **Single Sided Copies**.
2. Press **Reduce / Enlarge** at the bottom of the screen.
3. Select one of the preset options on screen.
4. Select the required paper size and orientation.
5. Choose the number of copies required, using the numbered keypad.
6. Press the green **Start** button and the copy will be printed.
7. Logout of the machine by pressing the labelled button the on left, then touch **Logout** on screen.



PRINTING

Note: After 24 hours, any document sent to print, but not released will be automatically deleted. Charges only apply when the document is released at the printer.

Printers

- **Library Printer Copier** – colour, black and white, A4 and A3 printing.
Note: Printing is set to default to black and white. (If colour is required, in the Print dialog box, select **Library Printer Copier, Properties, Setup** and from the **Color / Black and White** drop down box, select **Color**.)
- **Library Printer** (or the one including **Self_Service** in the name) - A4 black and white printing only. Instructions for this printer are in square brackets.

Ensure you have your Student/Staff card number to hand, and sufficient money in your Pharos account. (To check your balance click the **Start** button, and select **Check Printing Credits**.)

Note: all printing defaults to double-sided. See instructions below for Single Sided Printing.

Sending a Document to Print

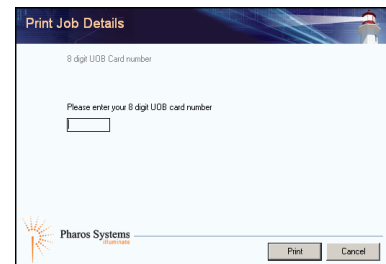
When sending a document to print, ensure you select the correct printer.

1. In most applications, choose **File**, then **Print**.
2. Select a printer and, if required, the number of copies you want and a specific page or page range if printing from a multipage document.

See also sections below for: **Printing Multiple Pages per Sheet from Microsoft® Word** and **Printing Multiple Pages per Sheet from PDF Files**.

3. After clicking on **OK** in the Print dialog box, the Print Job Details window will appear.

4. Enter your 8 digit UoB card number.
 5. Click **Print**.
- Go to section on: **Releasing the document.**



Single Sided Printing

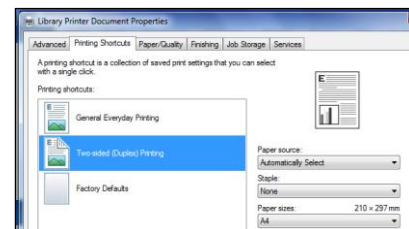
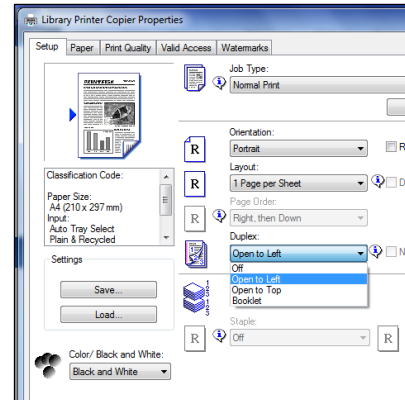
1. In the Print dialog box, click on the **printer properties** button.
2. For the Library Printer copier: On the **Setup** tab select **Off** from the Duplex drop down list.

[For the Library Printer: Select **General Everyday Printing** from the **Printing Shortcuts** tab.]

Note: these settings remain in force for subsequent jobs until you manually change them again.

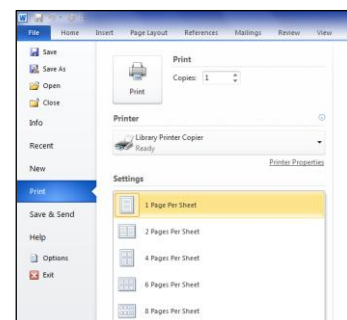
3. Click **OK**.

Return to Step 3 of the section on: **Sending a Document to Print.**



Printing Multiple Pages per Sheet from Microsoft® Word

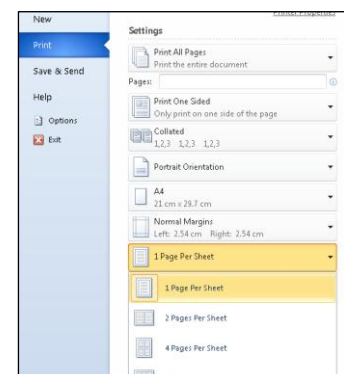
1. For Library Printer Copier: In the **Zoom** section of the Print dialog box, click the arrow next to the **Pages per sheet:** box.



[For Library Printer: In the Print dialog box, click the arrow next to the **1 Page per Sheet:** box.]

2. Select the number of pages you want to print on each sheet.
3. Click **OK**.

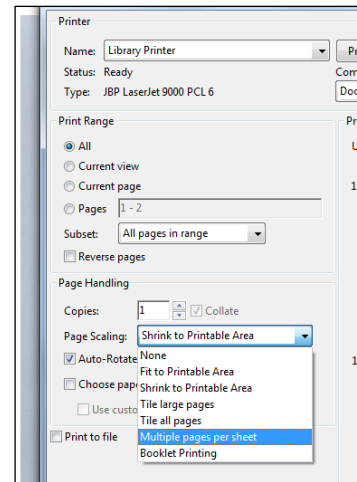
Return to Step 3 of the section on: **Sending a Document to Print.**



Printing Multiple Pages per Sheet from PDF Files

1. In the Page Handling section of the Print dialog box, click on the **Page Scaling**: arrow and select **Multiple pages per sheet**.
2. Select the number of pages you want to print on each sheet of paper from the **Pages per Sheet** list.
3. Click on **OK**. Return to Step 3 of the section on: **Sending a Document to Print**.

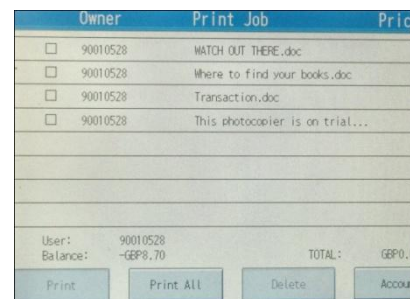
Note: these settings remain in force for subsequent jobs until you manually change them again.



RELEASING THE DOCUMENT

Library Printer Copiers

1. Hold your card against the black box on the right hand side of the machine.
2. Enter your PIN when asked for a password and touch **OK** on screen.
3. Your account details will be displayed. Touch **OK** on screen.
4. Select the job you want to print from the list available, by touching the box next to the job and touching **Print**. Alternatively touch **Print All** to print everything on the list.
5. Logout of the machine, by touching **Logout** on screen.

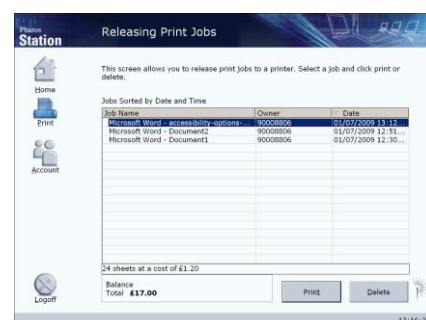


Library and Self service printers

1. Go to a Print Release Station (next to the printer) and wiggle the mouse, or touch any key to access the logon screen.
2. Enter both your UOB card number and PIN and click the **Logon** button.

A list of your print jobs will be shown in the Releasing Print Jobs window.

3. Select the job you want to print and note the cost — this is shown at the bottom of the window along with your balance.
4. To proceed with printing, click on **Print**.
(If you have jobs in the print queue which you don't want to print, select them and click the **Delete** button.)



5. Click on the **Logoff** icon, and collect your printout from the printer.