

Printing and Photocopying in S0.38

COST

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


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

SENDING A DOCUMENT TO PRINT

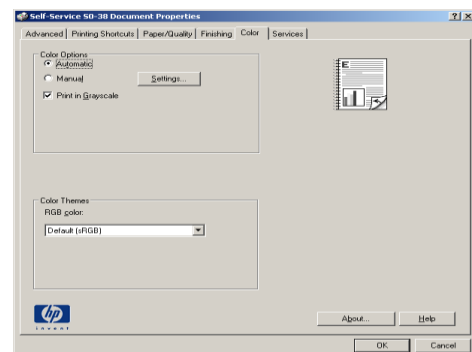
The printer copier in S0.38 is an A4 colour printer and photocopier, if you require A3 copies send your document to the Library Printer Copier on level 0 of the JB Priestley Library.

Note: After 24 hours, any document sent to print, but not released will be automatically deleted.

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.**)

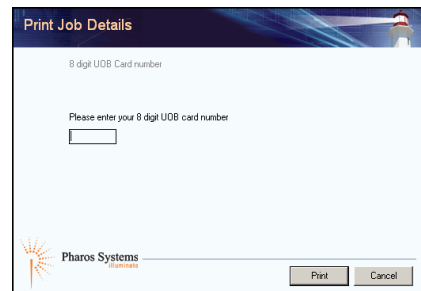
1. In Microsoft® Office 2007 applications, click on the Office button  and choose **Print**. (In most other applications, choose **File**, then **Print**.)
2. Select **Self-Service S0-38** and, if required, the number of copies you want and a specific page or page range if printing from a multipage document.

Note: Printing is set to default to black and white. (If colour is required, in the Print dialog box, select **Self-Service S0-38 Properties**, the **Color** tab and select **Automatic** and uncheck the **Print to Greyscale** box, the image on the right should now appear in colour.)



See also sections below for: **Single Sided Printing, 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**.

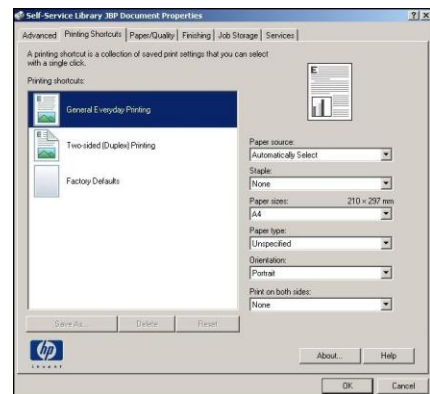


Single Sided Printing

1. In the Print dialog box, click on the **Properties** button.
2. Select the **Printing Shortcuts** tab.
3. Select **General Everyday Printing**. Notice that None now appears in the Print on both sides box.

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

4. Click **OK**.

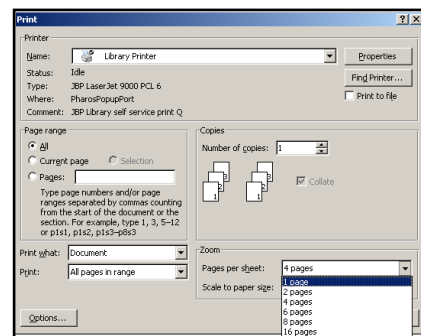


Return to Step 4 of the section on: **Sending a document to Print.**

Printing Multiple Pages Per Sheet from Microsoft® Word

1. In the **Zoom** section of the Print dialog box, click the arrow next to the **Pages per sheet:** box.
2. Select the number of pages you want to print on each sheet.
3. Click **OK**.

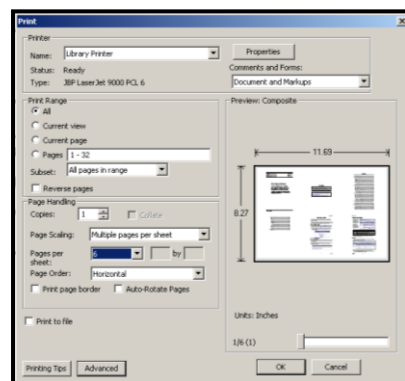
Return to Step 4 of the section on: **Sending a document to Print.**



Printing Multiple Pages Per Sheet from PDF Files

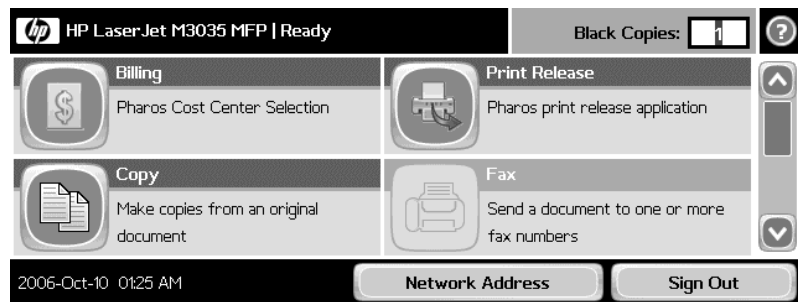
1. In the Page Handling section of the Print dialog box, click on the **Page Scaling:** arrow and select **Multiple pages per sheet**.
2. Now select the number of pages you want to print on each sheet of paper from the **Pages per Sheet** list.
3. Click on **OK**. Return to Step 4 of the section on: **Sending a document to Print.**

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



RELEASING A DOCUMENT FOR PRINTING IN S0.38

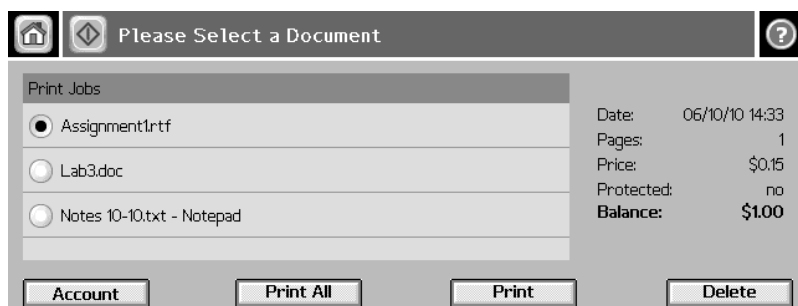
1. Select **Print Release** from the options on screen.
2. Hold your UoB card against the black box on the machine.



3. Enter your PIN and press **OK**.



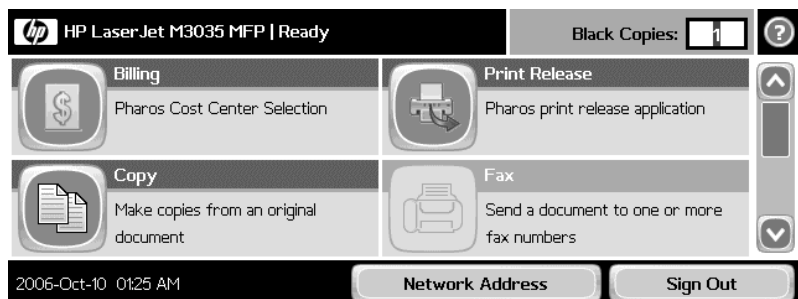
4. Select the job you want to print from the list available, by pressing on the box next to job and pressing **Print**. Alternatively press **Print All** to print everything on the list.



5. Logout of the machine by pressing the **Home** (house) icon at the top left of the screen, and then pressing **Sign Out** at the bottom of the screen.

MAKING A PHOTOCOPY

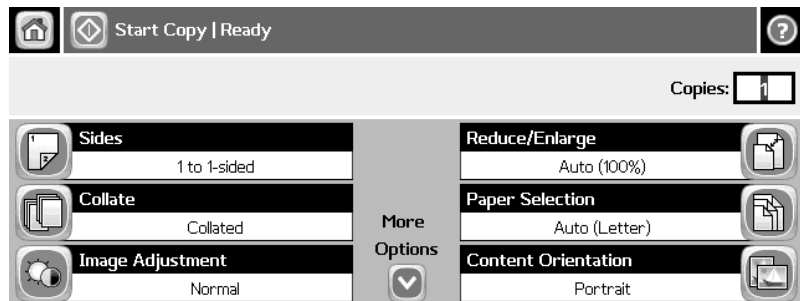
1. Select **Copy** from the options on screen.
2. Hold you card against the black box on the machine.



3. Enter your PIN and press **OK**.
4. Place loose sheet originals face up on the document feeder. Alternatively place the original on the glass plate and close the lid.



5. If required, select from the options on screen to make changes to the copy produced e.g. colour, double sided or alter the size.



Note: photocopying defaults to black and white, if you require a colour copy, select the **Color/Black** option on screen, then select the box next to **Color** and press **OK**.

6. Select the number of copies required using the numbered keypad.
7. Press the green start button to begin copying.

Logout of the machine by using the **Home** (house) icon at the top left of the screen to return to the first screen and then pressing **Sign Out** at the bottom of the screen.