How Do I Use The Printer?

There are 2 printers in the Learning Centre. One of the printers in the Learning Centre can do colour printing. The printers are also photocopiers, with one machine able to photocopy in colour.

1) Send the printing from your computer (**File,** then **Print**) Make sure the printer you send it to is called **Into Follow Me**

   Remember: you can print no more than 10 pages at one go.
   If you want your pages to come out on separate sheets, make sure you choose this on the print screen. (**Change Print on Both Sides** to **Print One Sided)**
   You will get a warning if you are printing in colour or on separate sheets – make sure you click "**I understand, but this job is important"** to choose you want colour printing/ separate sheets

2) When you use the printer for the **first** time, you need to register your student ID card with a printer:

a. Swipe your ID card on the small blue panel on the printer. You will hear a "beep" and the printer will ask you to **Associate your Card**

b. You need to type in your username: **into** followed by **your student number**

c. You then type in your password (same as you use to log on the computer), making sure you put in any capitals or numbers. Select **Associate Card.** Then **log out** of the printer (select the **Access Print Data** key on the printer. You will then be asked if you want to log out. Choose **Yes)**

d. Swipe your ID card again on the small blue panel on the printer. This time the printer will display "welcome" next to your student number and show if you have any print jobs pending. Select the print jobs

e. Don't forget to log off when you have finished using the printer as **you** are responsible for any actions under your login.