

## Printing Guide

Use any of the follow-you printers around college to print, photocopy or scan your work with your student ID card

When you are in college, all of your printing should be sent to “**FollowYou on SRV-EQUITRAC**”. This means that your printing will “follow you” around college. Your printing will not be released to a printer **until you scan your card** to collect it. There is an automatic 2 day time limit set after which the prints will clear from the queue.

### Student Print Credit

All students receive print allowances of **£5** at the start of each term, so **£15.00** for the academic year. The costs to you are:

- **5p** for 2 sides (1 sheet) of A4 black and white
- **16p** A4 colour per side, **32p** A3 colour per side

### College Printer Settings

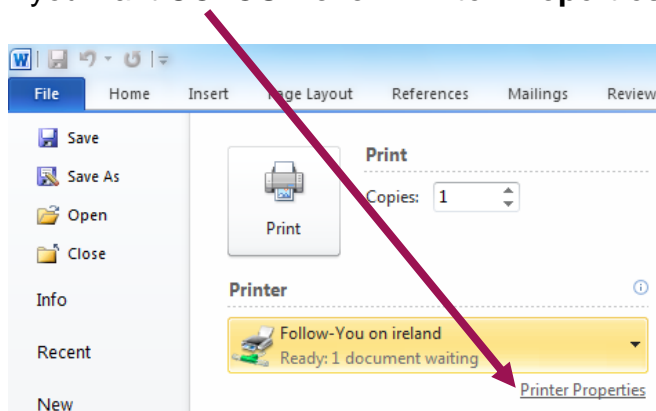
The default college printing is **black & white** and on **both sides** of the paper (duplex).

If you want colour or single sided printing you must change these settings on your computer before sending it to the printer. Ask at the **Library Desk** for help with your print settings.

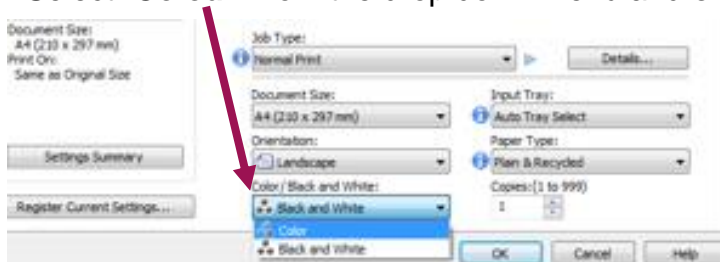
**Don't waste your print credit** - once you use up your allowance, you must top up your credits yourself. This can be done in cash at the library desk. The smallest amount you can add is 5p.

### How to Select Settings for Follow-You Printing

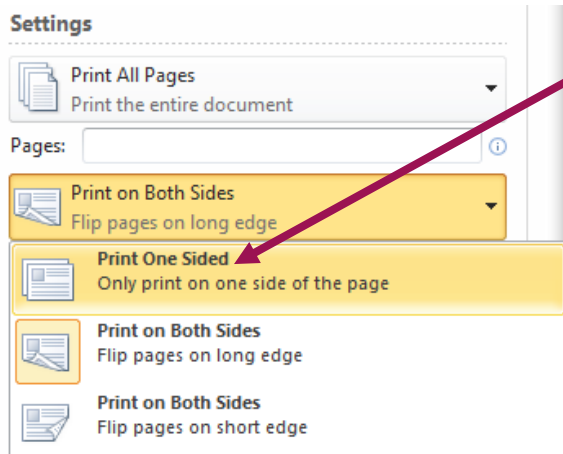
- Click File and Print
- If you want COLOUR click **Printer Properties**



Select “**Colour**” from the drop down menu and **click OK**



- If you want printing on one side of the paper only, select **PRINT ONE SIDED** from the drop down menu under **Settings**



- Click Print

### How to Collect Follow-You Printing

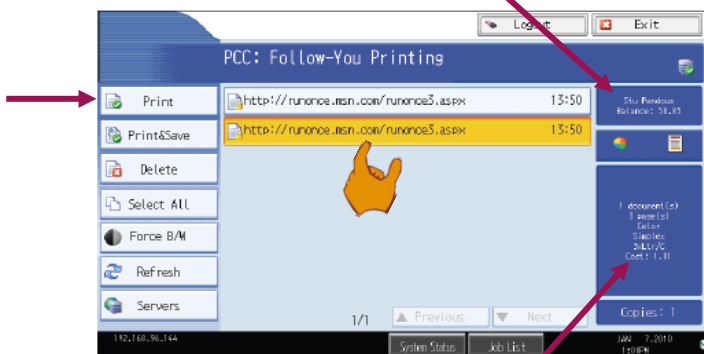
- Swipe your student card over the card reader to log in



You will now see a list of your print jobs.

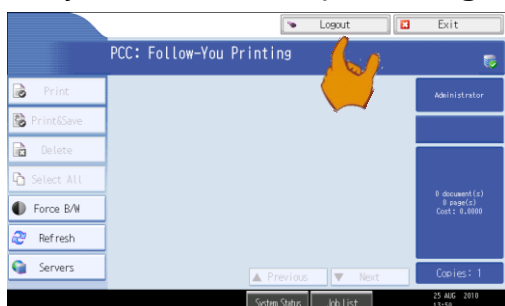
- Press to select the documents you require

Your account balance shows here



The cost of your selected documents shows here

- Press print.
- When you have finished press **“Logout”**.



**Please see guides for photocopying and scanning**

This information is up to date as of Aug 2017. For the most recent details visit: [library.loucoll.ac.uk](http://library.loucoll.ac.uk)