

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

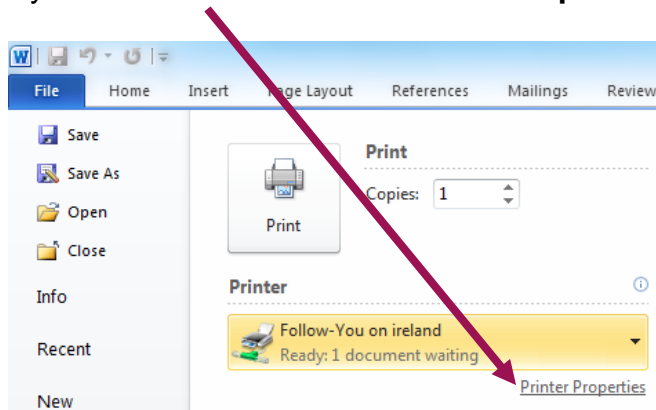
The default college printing is **black & white** and on **both sides** of the paper (duplex).

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.

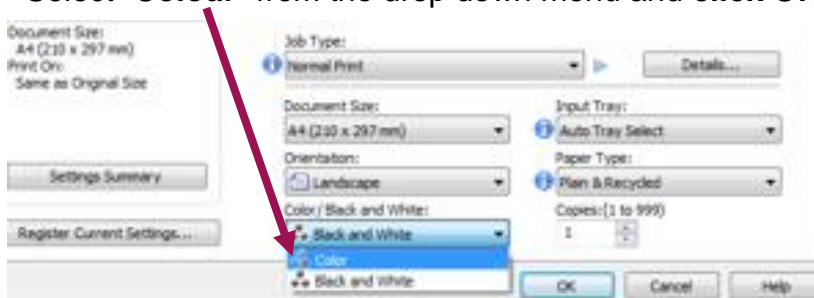
Don't waste your print credit - once you use up your allowance, you must top up your credits yourself.

How to Select Settings for Follow-You Printing

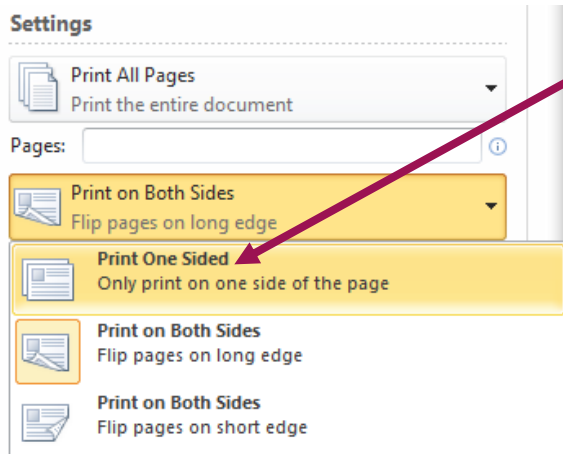
- Click File and Print
- If you want COLOUR click **Printer Properties**



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

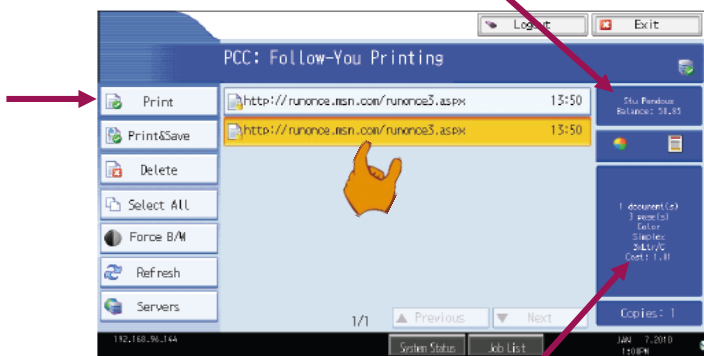
- Swipe your student card over the card reader to log in



You will now see a list of your print jobs.

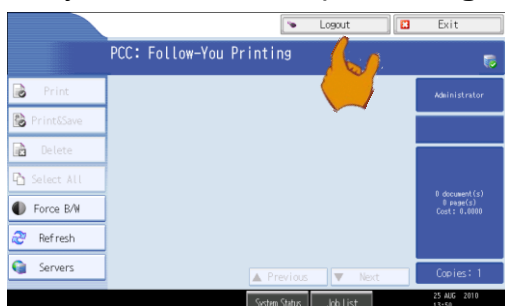
- Press to select the documents you require

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 2016. For the most recent details visit: library.loucoll.ac.uk