

# Collect your print jobs

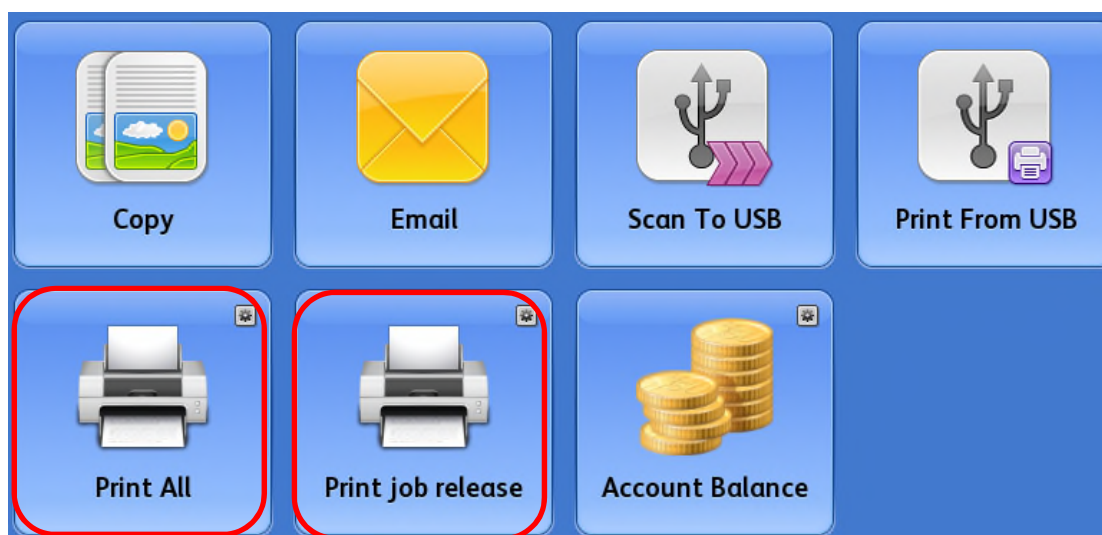


Print jobs can be collected from any Bodleian Libraries' photocopier.

Jobs will remain on the system for 72 hours, if not released by this time they will automatically be deleted.

You will not be charged for your print jobs until they are released.

1. Walk up to any Bodleian Libraries' photocopier.
2. Login to the photocopier by manually entering your Bodleian Libraries' username and password, or, if you have linked your University/Bodleian readers' card to your account, touch your card to the touch pad located on the top left of the photocopier.
3. Select **Print All**, or, to choose individual print jobs, select **Print job release**.



4. If you selected **Print job release**, a list of your print job/s will appear.
5. On the display screen, touch the box to the left of the job/s you wish to print. Select **Print**.

Document	Pages	Cost	Time
<input type="checkbox"/> Microsoft Word - Document1	1	0.06	8/08/2016 09:06:24
<input type="checkbox"/> Microsoft Word - Document1	1	0.06	8/08/2016 09:06:37
<input checked="" type="checkbox"/> Microsoft Word - Document1	4	0.18	8/08/2016 09:07:19

6. After you have collected your print job/s (from the gap underneath the photocopier display screen), remember to log out of the photocopier.

