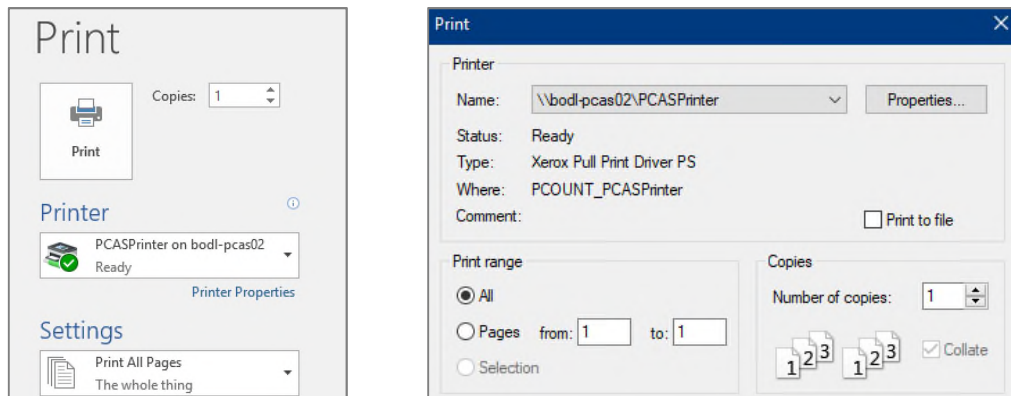
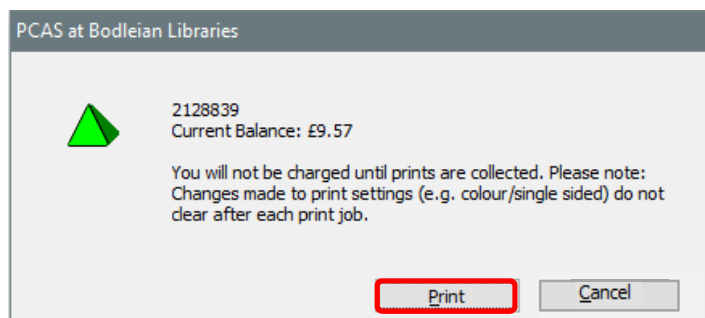


1. From a Library PC select a document or page to print. The print driver box will appear. It will look slightly different depending on which browser or application you are printing from. Some examples are below:



2. The default settings are black and white, double-sided and 1 page printed per side of a sheet. If you do not wish to make any changes to the settings, select **Print**. If you wish to alter the settings, follow the instructions further on in this guide.
3. After a few moments a confirmation prompt will appear showing your current balance:

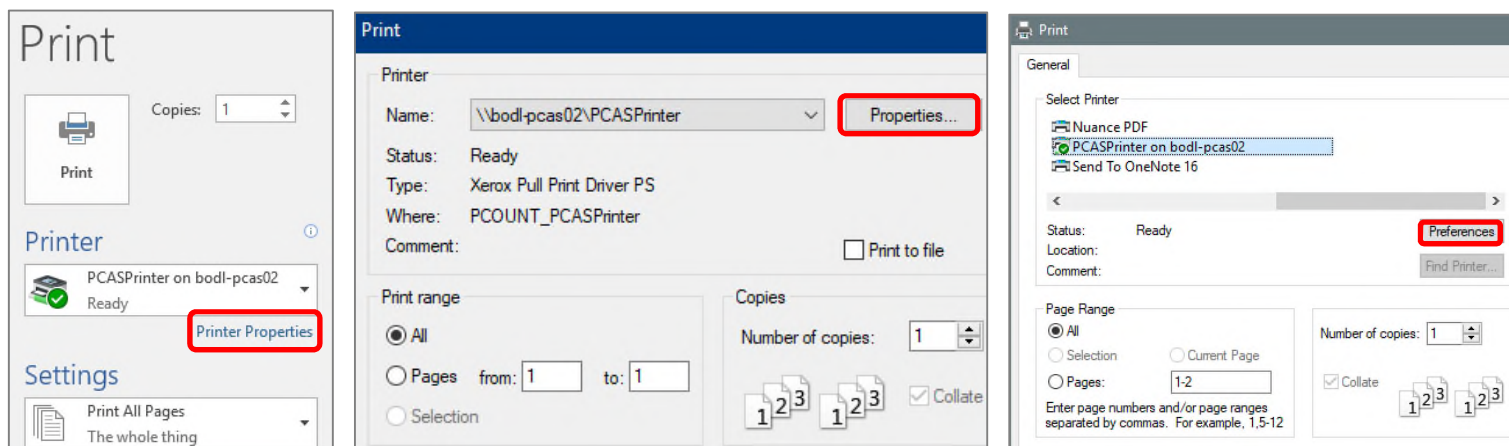


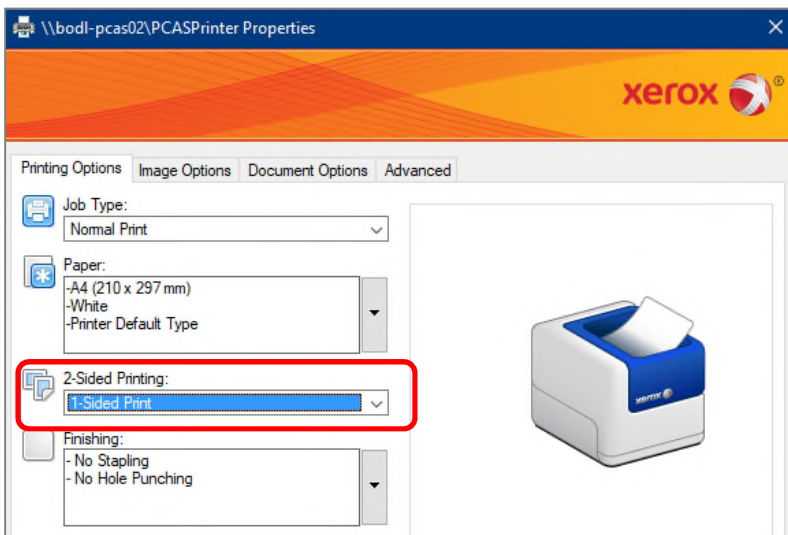
Select **Print**.

4. You can now collect your print job from any printer/copier in the Bodleian Libraries. You are not charged for your print job until you collect it. Print jobs are purged after 72 hours.

## How to alter the Print Settings

1. After selecting a document or page to print, select **Printer Properties**, **Properties** or **Preferences** via the print driver:

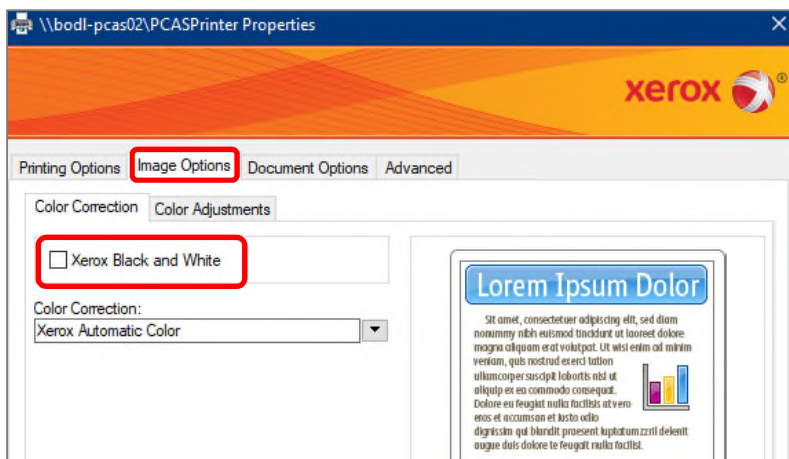




2. An orange headed printer settings box will appear:

To print **single-sided**:

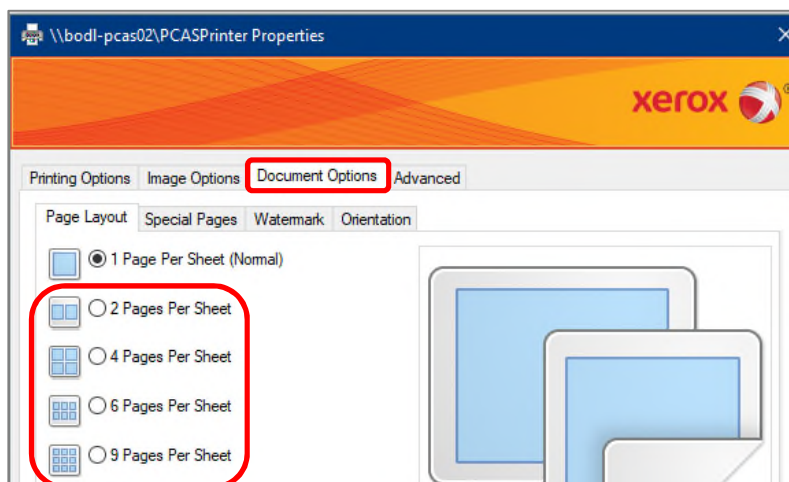
Click on the down arrow under **2-Sided Printing** and select **1-Sided Print**.



To print in **colour**:

Select the **Image Options** tab and uncheck the box which says **Xerox Black and White**.

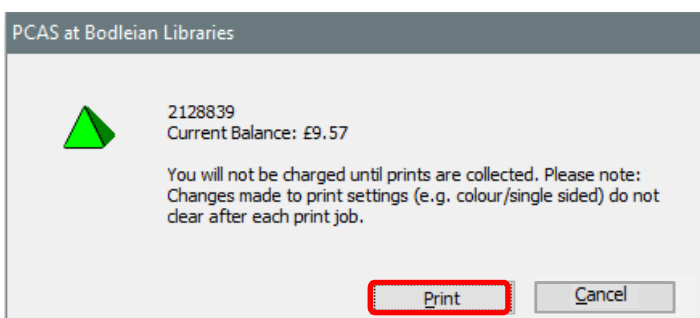
**Note:** If this is changed, ALL pages sent will be printed in colour and charged accordingly. Only send pages you want printed in colour.



To have **more than 1 page printed per side of paper**:

Select the **Document Options** tab and select the number of pages you require per sheet.

3. Once you have finished altering your settings, select **OK**. Then select **Print** on the print driver box.



4. After a few moments a confirmation prompt will appear showing your current balance.

Select **Print**.

You can now collect your print job from any printer/copier in the Bodleian Libraries.

