

## Collecting Print Jobs

1. Walk up to any Bodleian Libraries' photocopier
2. Manually type in your username and password or, if you have linked your card, swipe your card:



3. Select *Print all* or, to choose print jobs, *Print job release*

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 type="checkbox"/> Microsoft Word - Document1	4	0.18	8/08/2016 09:07:19

4. A list of your print job/s should appear
5. Check the jobs you want to print and select Print
6. Don't forget to LOG OUT when you are finished