

# Print directly from a USB

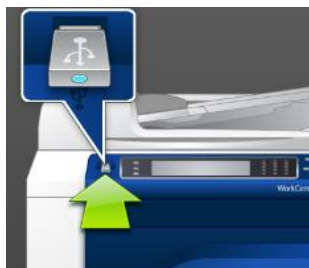
You can send documents to print from your USB stick at a Library PC or via RemotePrint. You can also print certain files on your USB directly from a Bodleian Libraries' photocopier.

**Note:** It is only possible to print **PDF, TIFF and JPEG** files directly from your USB at a photocopier.

1. Login to the photocopier and from the display screen, select **Print From USB**.



2.

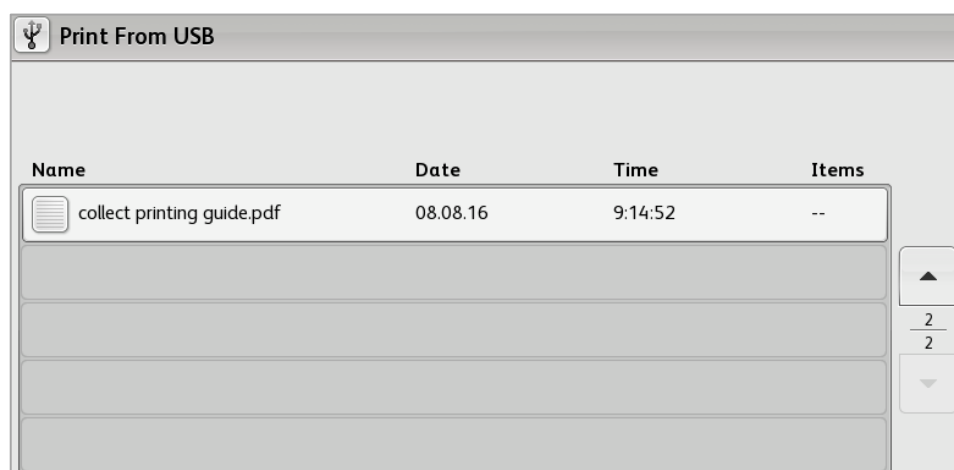


When prompted, insert your USB into the slot to the left of the display screen.

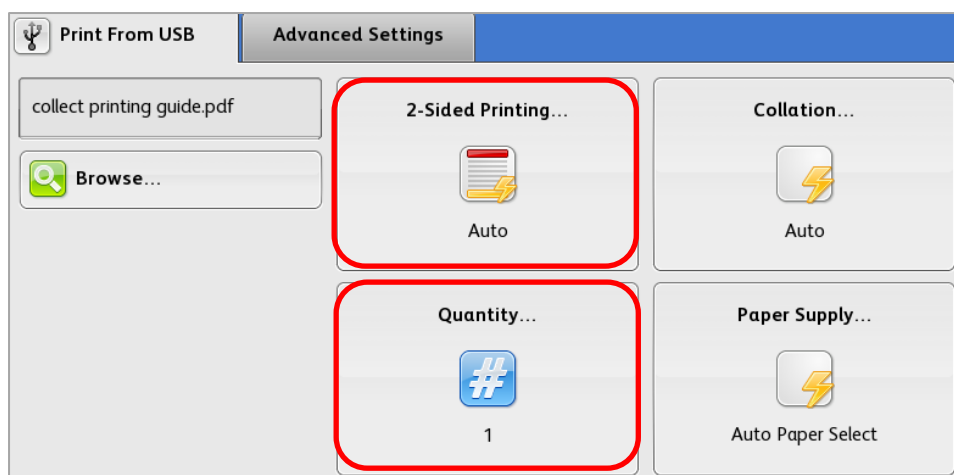
3. From the next display screen, select **Print From USB**.

4. The device will look in folders on your USB and display **PDF, TIFF and JPEG** files.

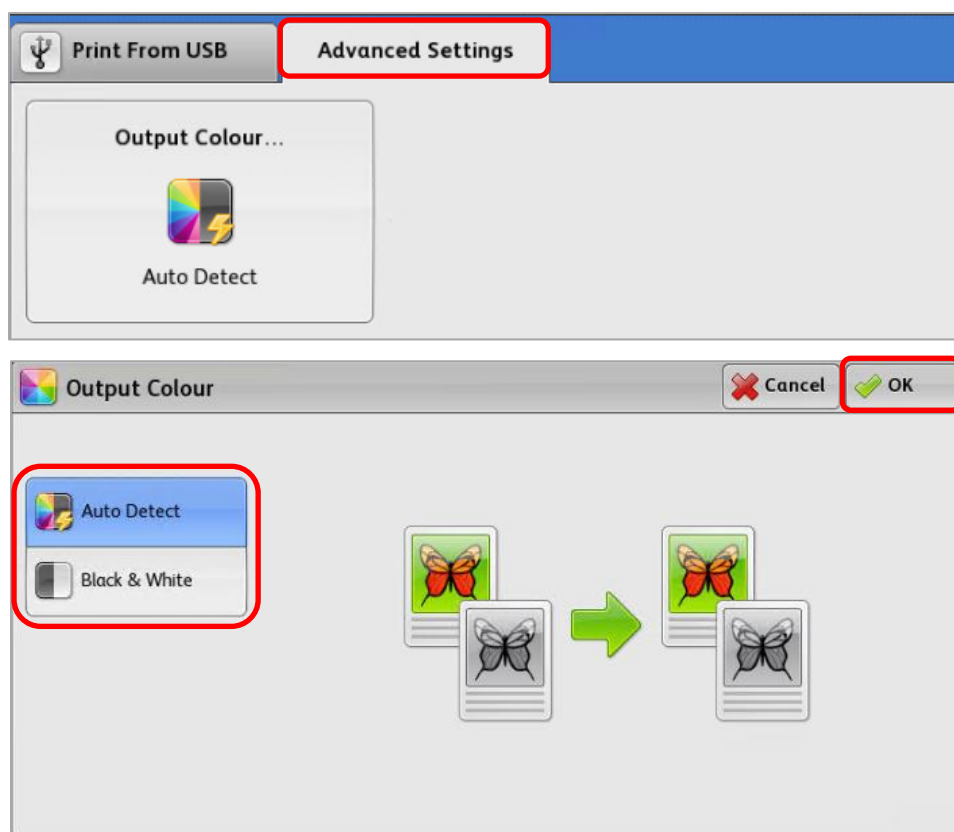
5. By touching the screen, select the file you wish to print (**Note** you can only select one at a time), opening the relevant folder first if necessary.



6. From the next screen, choose your print options: number of copies required, single/double sided printing (the default is double sided).



7. Colour and Black & White options are available from the **Advanced Settings** tab. Select **OK** if you alter the colour settings.



8. Press the **large green button** to the right of the display screen to print your job.
9. If you have another job to print, select **Browse** from the Print to USB home screen (see image under **6.**)
10. After you have collected you print job/s (from the gap underneath the photocopier display screen), remember to **log out** of the photocopier and **remove** your USB stick.