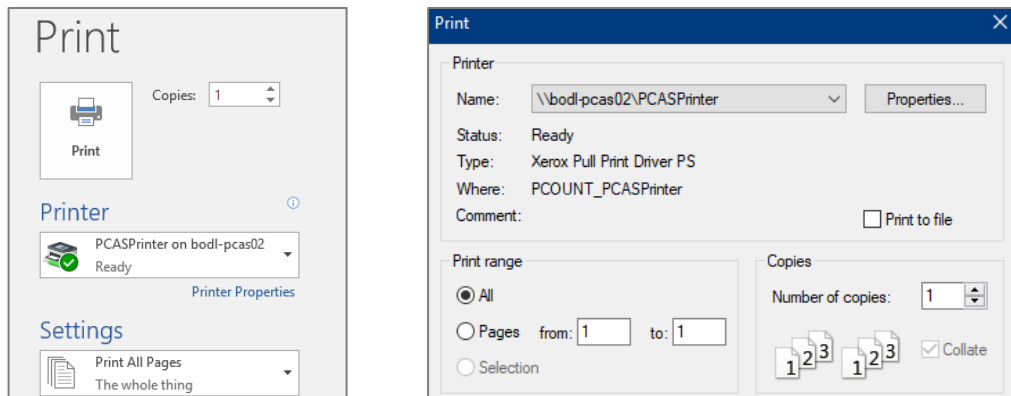
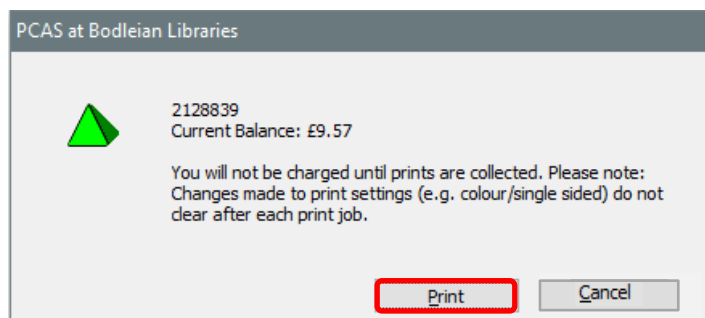


1. From a Library PC select a document or page to print. The print driver box will appear. It will look slightly different depending on which browser or application you are printing from. Some examples are below:



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:

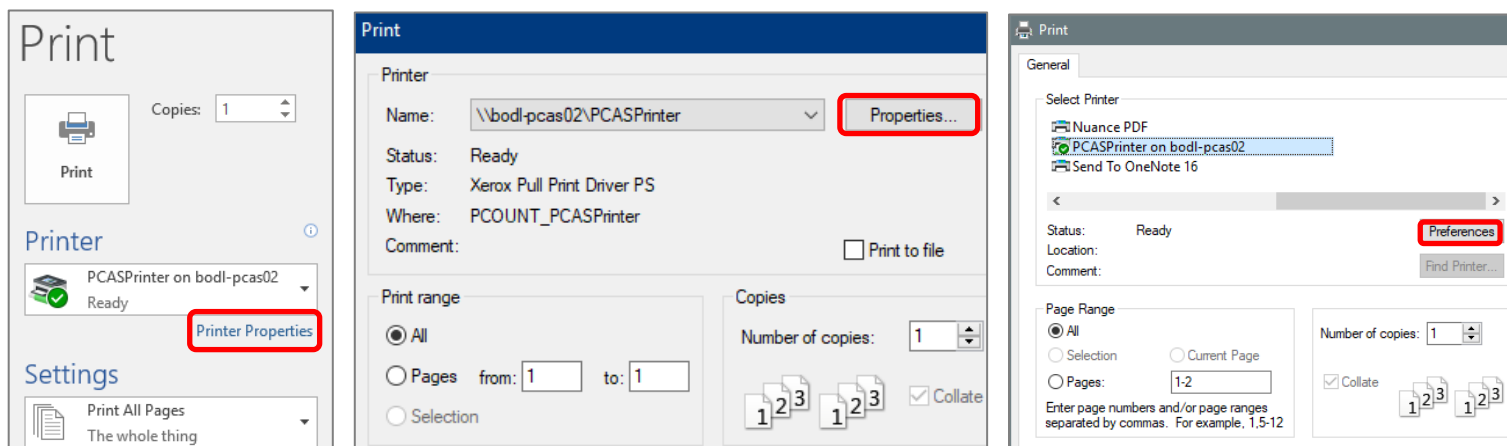


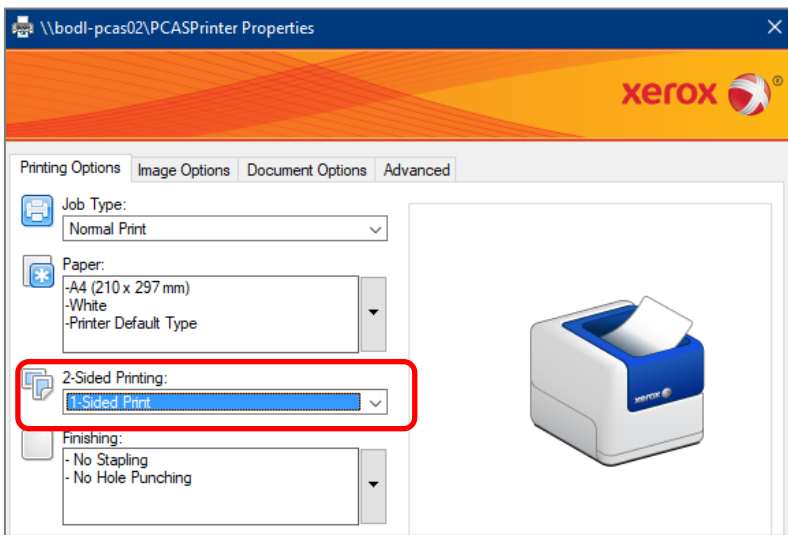
Select **Print**.

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:

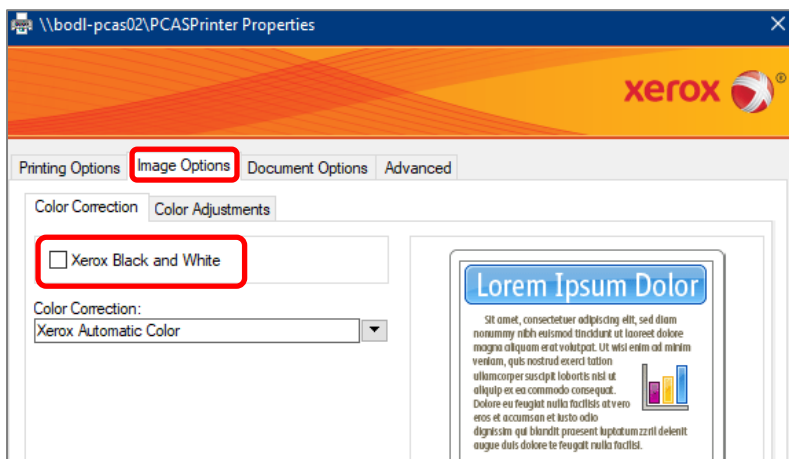




2. An orange headed printer settings box will appear:

To print **single-sided**:

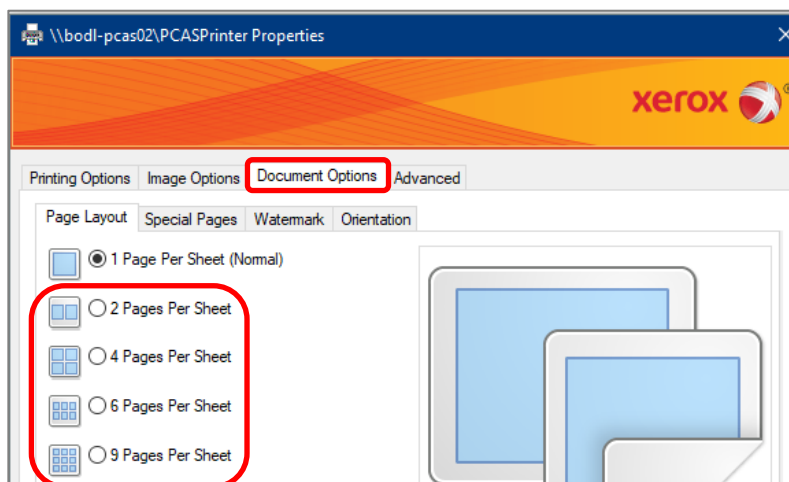
Click on the down arrow under **2-Sided Printing** and select **1-Sided Print**.



To print in **colour**:

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

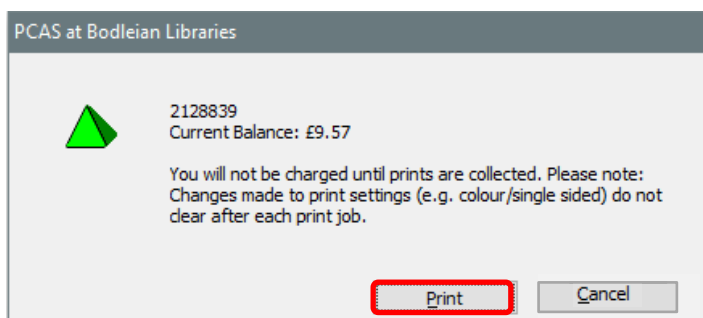
Note: If this is changed, ALL pages sent will be printed in colour and charged accordingly. Only send pages you want printed in colour.



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.