

# PRINT ADVICE

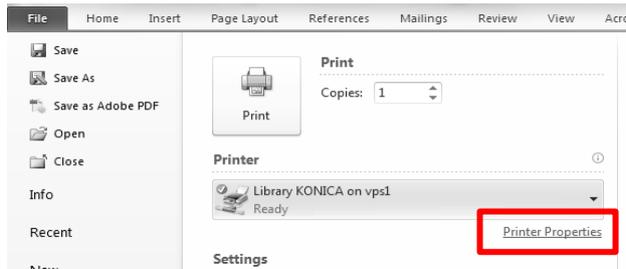
Printer Properties  
Colour Print Settings  
Scanning  
Photocopying  
Single-sided Printing



## Changing your Print Settings

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If you want to change the settings of your print job, you will need to do so **on your computer**, not at the printer itself. The **'Printer Properties'** should be accessible regardless of the type of document you are printing. You will typically need to navigate to File → Print in order to find these settings.



Locating printer properties in Microsoft Word



Locating printer properties in Adobe Reader

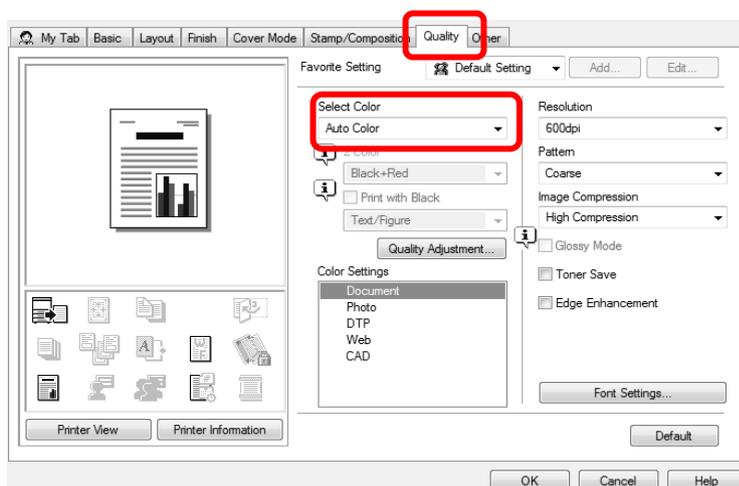
Please make sure that you have selected the Library printer, **Joh\_FindMe**, from the drop-down list, unlike the examples above.

## Printing in Colour

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The library printers default to grey-scale printing. To print in colour, you will need to change the settings in the printer properties, as above.

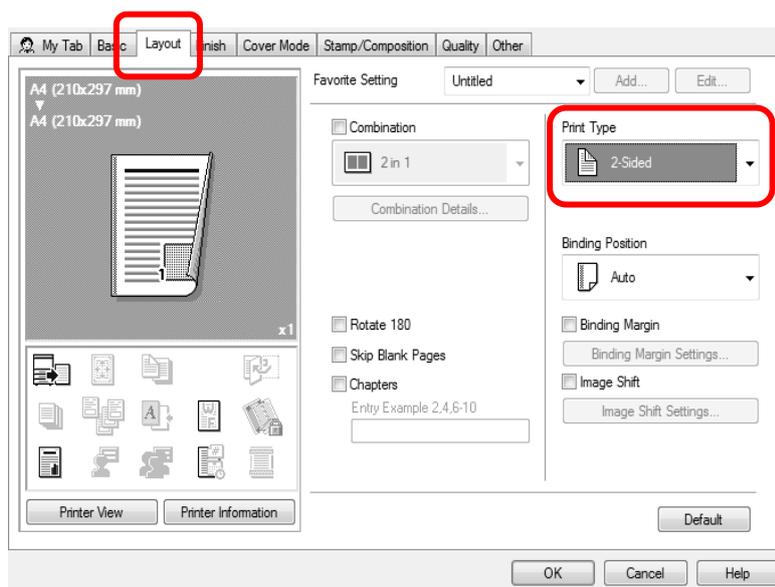
In the printing screen on your device, go to Printer Properties and select the Quality tab. There is a drop down menu in the top left corner of this screen, headed 'Select Colour'. Choose auto-colour and your document will print in colour.



## Double-sided and Single-sided Printing

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The library printers default to double-sided printing, as this saves a great deal of paper. If you must print single-sided, you can do so in the Printer Properties, then look in the Layout tab for the 'Print Type'.

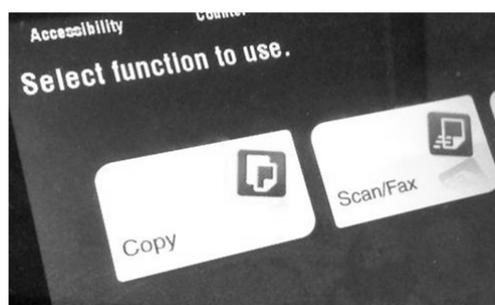


## Photocopying

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To photocopy documents, first log in at the printer (tap your university card against the card reader on the right of the machine). From the main menu screen, select Copy.

Place the documents you would like to photocopy into the feeder on the top of the printer. You can alternatively lift the lid and use the glass plate.

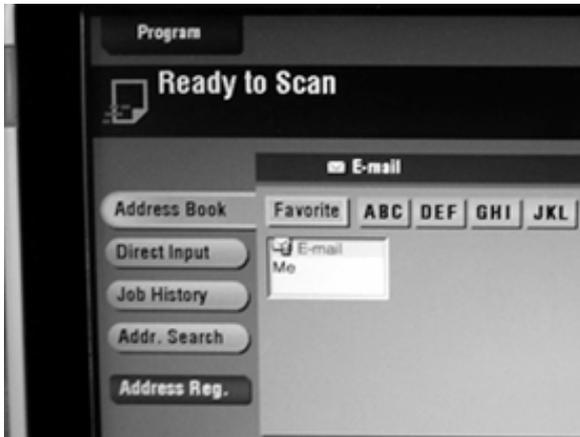


You may need to change settings such as whether you are copying both sides of the pages or not. "Number of Sets" can be altered in order to create more than one copy of the same document (select the amount you want). When you are ready, use the blue button to start.

## Scanning

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To scan a book or document, log in at the printer and from the main menu screen select Scan. The next screen displays the address book. Your email address should be listed here as 'Me' – select this.



Options are listed at the bottom of this screen. You can change the resolution (size/quality of your scan), colour settings, file type, page size and so on. The default settings should be appropriate for most scanning jobs.

Lift open the top of the printer and lay your item on the glass plate. When ready, hit the blue start button. If you want to scan more pages, keep placing them onto the glass plate and hit the blue button each time. Once all your scans are complete, tap the on-screen Finish button. Your scan(s) should arrive in your university email account.

If you want to scan multiple papers, you can also put your stack of sheets into the document feeder on top – the printer should recognise that you have inserted them there.

Be aware: the printer can only handle **up to 10 scans** at a time. If you encounter an error, you may have exceeded this limit. Sometimes this problem will occur even if you haven't scanned over 10 pages – this may be due to the file size of your scan. We recommend that you try breaking your scanning into smaller sections if these issues occur.

Please remember to take your original document out of the printer and log off.