

**Where can I print?** There are 6 printers - 4 black and white printers and a colour printer (in the photocopy room) on Level 2 and another black and white printer on Level 1. Printers are identified by a large banner. Almost all PCs in the Library are connected to these printers.

**How do I pay for printing?** First, register your account with your La Trobe card at the registration machine outside the Library photocopy room on Level 2. Once you are registered, you can load credit on to your account at the reload stations, also located outside the photocopy room and in the Reserve area on Level 2.

**How much does it cost?** (cents per sheet)

|                        |           |                |           |                |
|------------------------|-----------|----------------|-----------|----------------|
| <i>Black and white</i> | A4 single | 0.12 per sheet | A4 double | 0.22 per sheet |
|                        | A3 single | 0.14 per sheet | A3 double | 0.24 per sheet |
| <i>Colour</i>          | A4 single | 0.42 per sheet | A4 double | n/a            |
|                        | A3 single | 0.77 per sheet | A3 double | n/a            |

**Casual users** You can purchase a card for \$2 which will connect you to an account which has enough credit to print three A4 sheets. This card is rechargeable so you may want to keep it in case you need it again).

**How do I print?** *At PCs which require a login, you logon using your own username and password. Your print job will appear at the printer release workstation with this username. At PCs which do not require a login, the name of your print job at the printer release workstation will be the same as the name appearing on the sticker at the top of the screen you are using.*

1. Select 'Print' from the 'File' menu in the application you are using. It will default to single-sided but you can choose to have double-sided or colour printing by selecting a different printer in the pull-down menu under 'Printer name'. If you want multiple copies, select this before sending the job.
2. Go to the printer release workstation located next to one of the printers. (Colour printing can only be released at the colour printer in the photocopying area. Black and white released at any of the other printers.)
3. Before starting, check that the person ahead of you has finished printing their job.
4. Select your jobs by double clicking on your username or name/number of workstation (as in 2. above)
5. Select the files you want to print, and then click "Print".
6. Put your card on top of the small reader in front of you.
7. Select "Print" when the option appears. If you do not have credit, please cancel at this stage and recharge at a reload station.
8. Collect your printouts from the printer next to you. Be sure that when you collect your printing you only pick up your own job and not that of another person.

**Please note: Print jobs only stay in the print queue for 90 mins.**