

## Printing, Photocopying and Scanning

Documents sent from college computers can be printed on any printer in college using the “FollowYou” system. Scan your card on the printer to collect printing, or for photocopying or scanning documents.

### Student Print Credit

All students receive a **£5** print credit on their college card at the start of each term. The charge for printing and photocopying is:-

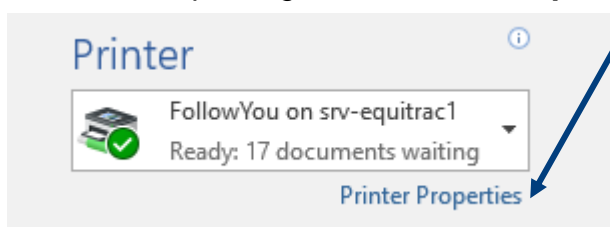
- **5p** per side black and white
- **16p** per side colour printing

### College Printer Settings

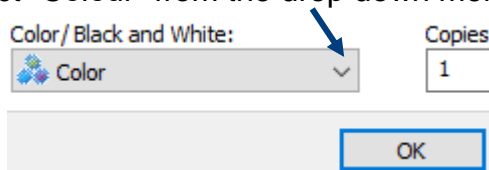
When you are ready to print, select “**FollowYou on srv-equitrac1**”. The default college print settings are for black & white and on both sides of the paper (duplex).

If you want colour or single sided printing you must change these settings on your computer before sending it to the printer. Ask at the Library Desk for help with your print settings.

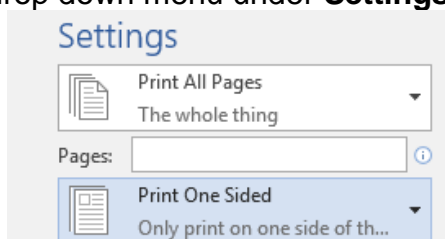
- If you want colour printing **click Printer Properties**



- Select “Colour” from the drop down menu and **click OK**



- If you want printing on one side of the paper only, select “**Print One Sided**” from the drop down menu under **Settings**



- Click Print

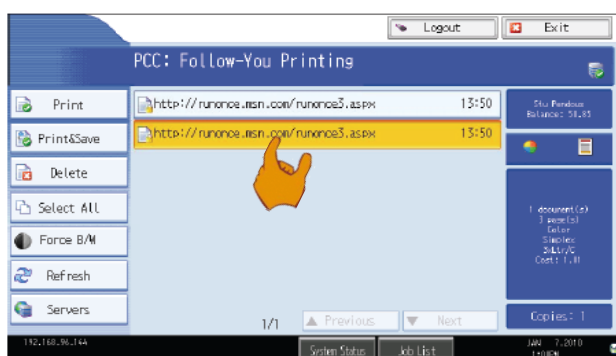
## How to Collect Follow-You Printing

- Swipe your student card over the card reader to log in.



You will now see a list of your print jobs.

- Touch the screen to select the documents you want to print.



Your print credits are shown here.

The selected documents and chosen settings are shown here.

- Press print.
- When you have finished press “**Logout**” or scan your card again to log you out.

Print jobs will clear from the system if not printed in 24 hours.

Please ask Library Staff for help with photocopying and scanning settings.

## If You Need Help

Phone: 01509 618318

Email: [Library@loucoll.ac.uk](mailto:Library@loucoll.ac.uk)