

Learning Centre **Short Guide** to Collecting Your Printed Document

Before you can collect your printed item you must have enabled your printing account at the Monitor credit loader on floor 1.



See Guide No. **2** **Setting Up Your Printing Credit**

Go to any Mono (Black & White) printer to collect your document, or if you selected Colour, any Colour printer.

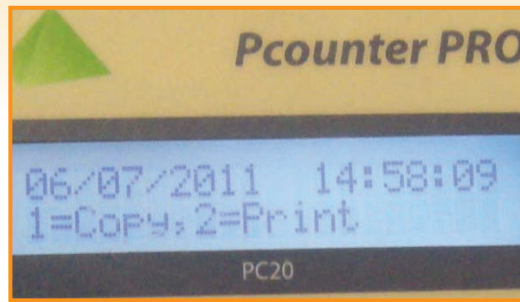


The Learning Centre has Mono printers on Floors 1 and 2, and Colour Printers on Floors 1 and 3. Your document is held in a queue until you collect it from any Konika Minolta printer in college.

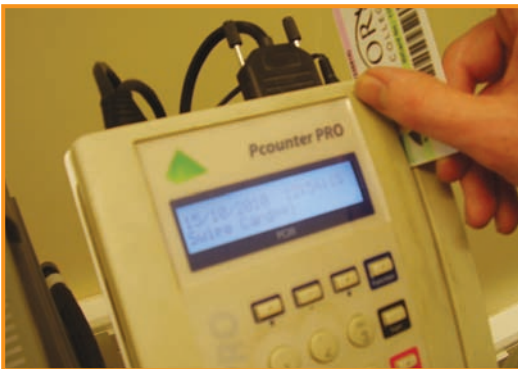
To find other printers see the following chart

	Orange Hub	Olive Hub	Blue Hub	LC
3F	Mono	Mono	Colour	Colour
2F	Mono	Mono	Colour	Mono
1F		Mono		Mono Colour

Before swiping your card you need to select option 2 – Print (option 1 – copy is for photocopying).



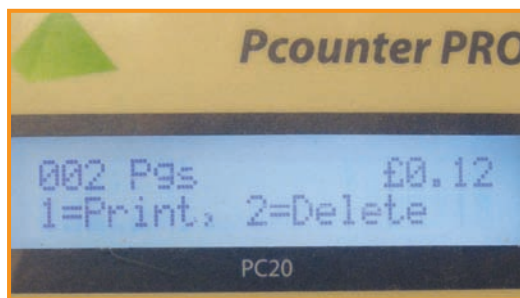
Swipe your card with the barcode facing the keypad and the black strip facing away from the display.



The display will show your name and total print credit available.

The print job you have sent will then scroll, showing the filename, the number of pages and the cost.

Press Enter (the green button at the bottom of the unit) to select the document.



Press 1 on the keypad to print. You also have the option to delete a document - Press 2.

Mono printing costs 7p per sheet, colour printing 12p per sheet, whatever the size

You can save money and paper by printing double-sided.

Don't forget to ask one of the staff for help if you need it!

Print this document at <http://induction.yorkcollege.ac.uk>