

How to print:

1. Either using >File >Print or CTRL+P, enter the printing options screen
2. From the printer drop down, choose *Find Me Print Queue*
3. In printer properties, set up any document parameters (such as double sided, etc.)
4. Click *Print*
5. A green *Job Notification* screen will now appear. Double check the details of the job and then click *Print*
6. Your document will now be available for printing from any copier

Note: If the *Job Notification* screen in step 5 does not appear, please restart the computer and then try the process again

How to collect your printing:

1. On the home screen, press *Login*
2. Login using your computer username (e.g. smithj) and the password you use for the school computers. Alternatively, in the English block you can login by holding your ID badge up to the card reader (we will be making this feature available in more locations over the course of the year)
3. Either select a specific print job from the queue and press *Print*, or press *Print All* to release all jobs you have held in the queue
4. Press *Log out* and take your printed items

In order to use your ID badge in this way, you will first have to register it.

How to register your ID badge for use on the copiers (you only need to do this once):

1. Tap your badge against the “card reader” sticker on the left-hand side of the machine. It will beep once the badge has been read
2. On the touch-screen, enter your computer username (e.g. smithj) and the password you use on the school computers
3. Press *OK*

Note: Once registered, your card will work on all machines which are equipped with card readers, you do not need to register on each one individually. Changing your computer password will not affect your card registration.

How to use the copier functions:

1. On the home screen, press *Login*
2. Login to the copier with your computer username (e.g. smithj) and the password you use on the school computers, or using your ID badge where card readers are available
3. Press *Use copier functions*
4. An account confirmation screen will appear. Double check these details and click *OK*
5. Using the on screen functions, set up any document options (such as doubled sided, etc)
6. Once you are happy with the parameters, insert the document into the document feeder or place it on the glass
7. The go button will now light up (this is the big round button on the bottom right hand-side). Press this button to start the copying process