

ISS Printers

1. The Printers – There are Various types of printer available. The choices are:

- **monochrome** simplex – A4 **5.5p** per side, duplex A4 **5p**, A3 **11p** per side
- **colour** simplex laser printing - A4 **21p** per side, duplex **20.5p**, A3 **29p** per side
- colour plotter in the Library – charged pro rata per cut sheet: A0 **£8**, A1 **£4**, A2 **£2**.

2. Paying for Printout

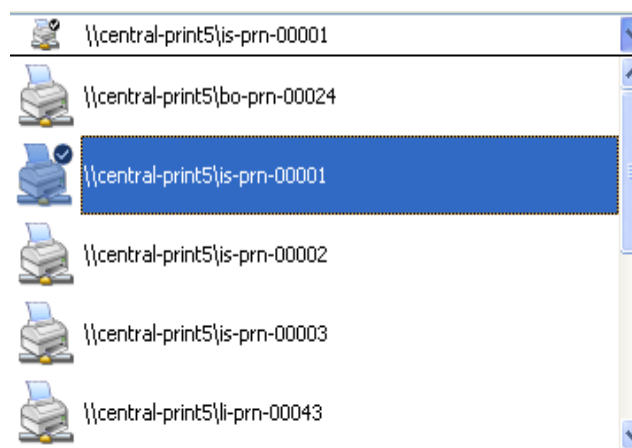
Printouts are paid for in advance, either online (<http://www.lancs.ac.uk/iss/printers/>) or via the top-up kiosks in the Library. Any remaining unused budget at the end of your course can be reclaimed by taking your library card to the ISS Service Desk where the staff will be delighted to help you. When you print, your budget will be debited. If you do not have enough credit it will not print, but a page will print indicating the problem. You are not charged for the cover sheet.

3. Choosing a Printer

3.1 From Word (or other application) - click on 'File' then 'Print' option. Click on the drop down menu to choose from the list of printers. See the "*Printing from Unix*" document for Unix printing information.

Monochrome printers in lab

bo-prn-00001 = Bowland North A64
 bo-prn-00002 = Bowland North A65
 co-prn-00001 = County A10
 co-prn-00002 = County A10
 eg-prn-00044 = Engineering A37
 fa-prn-00007 = Faraday A39
 fa-prn-00009 = Faraday A39
 fa-prn-00008 = Faraday A205
 fa-prn-00010 = Faraday A205
 fu-prn-00006 = Furness B48
 li-prn-00024 = Lib C floor (Red Zone)
 li-prn-00025 = Lib B floor (Purple Zone outer)
 li-prn-00026 = Lib B bay B
 li-prn-00027 = Lib B bay E
 li-prn-00028 = Lib C bay B
 li-prn-00030 = Lib C bay E
 li-prn-00040 = Lib A Printing PCs
 pd-prn-00002 = Pendle A13
 sw-prn-00001 = Graduate College
 sw-prn-00002 = Graduate College
 swbh-prn-00001 = Barker House
 swlh-prn-00001 = Lonsdale House



Click here for a list of printers

Colour printers in lab

co-prn-00003 = County A10
 fa-prn-00019 = Faraday A39
 grpk-prn-00003 =
 li-prn-00048 = Lib A Printing PCs
 li-prn-00050 = Lib B bay E
 li-prn-00049 = Lib C bay E
 sw-prn-00003 = Graduate College

The list of printers is the same in all labs except for the local printer(s) specific to that lab. Choose the right printer by checking the name and the details. Some printers have similar names but print in different formats - and at much higher prices! E.g. any work sent to a colour printer will be charged at the colour printer rate per sheet irrespective of whether it contains colour. N.B If the printer in the lab is jammed or runs out of paper outside office hours, you can still send your work to the printers in the Library foyer.

3.2 Select a printer by clicking on one in the dropdown list or in the window.

3.3 Check you have selected the printer you want. Then you can either click OK to print now, or click close to use the chosen printer later.

4. Finishing

When you have finished printing and working, remember to Log off