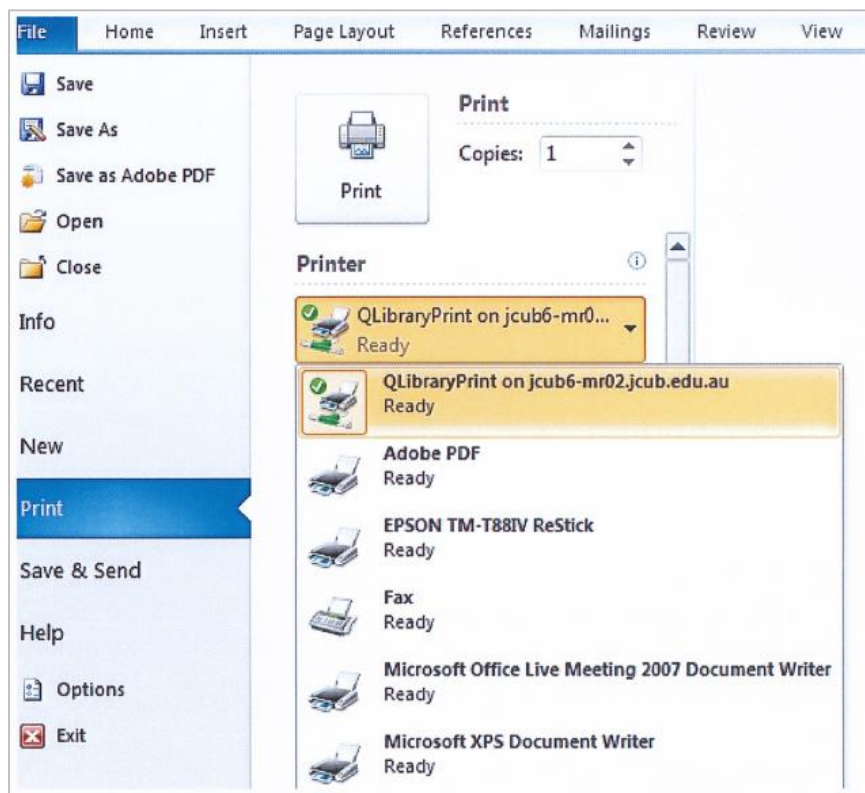


## Printing from a library PC

- ❖ From the **File** menu, select **Print**
- ❖ Select the **QLibraryPrint** printer as below:

**Note:** If you cannot see **QLibraryPrint** in the list of print destinations, please use another computer.



## Select your Job from the Print Station PC (there are two (2) print stations)

- ❖ Look for your document **title**, your **jc number** and **number of pages** in the list of print jobs

Document Name	Status	Owner	Pages	Size	Submitted	Port
[hidden]	Paused	nanosc	1	75.8 KB	1:47:34 PM 3/25/2014	
[hidden]	Paused	bertrank	2	267 KB	1:11:04 PM 3/25/2014	
[hidden]	Paused	haroofar	1	255 KB	1:19:45 PM 3/25/2014	
[hidden]	Paused	morecher	1	218 KB	11:18:26 AM 3/25/2014	
[hidden]	Paused	mcgale	1	165 KB	11:24:07 AM 3/25/2014	
[hidden]	Paused	condie	39	43.6 MB	1:25:12 PM 3/25/2014	
[hidden]	Paused	thornjer	1	254 KB	1:47:17 PM 3/25/2014	
[hidden]	Paused	christak	1	189 KB	11:51:58 AM 3/25/2014	
[hidden]	Paused	olguin	N/A	865 KB	1:52:34 PM 3/25/2014	
[hidden]	Paused	chapmark	17	3.31 MB	1:19:01 PM 3/25/2014	
[hidden]	Paused	pimaria	1	109 KB	1:46:52 PM 3/25/2014	
[hidden]	Paused	iqbafari	1	92.0 KB	1:46:36 PM 3/25/2014	
[hidden]	Paused	wigfiela	1	74.9 KB	12:28:33 PM 3/25/2014	

**Click Print** and follow the on-screen instructions

**Select a Printer** from the list of choices –

The right-hand printer is the **default printer**

## Printing Costs

	Single Sided	Double Sided
Black & White	\$0.10	\$0.15
Colour	\$0.25	\$0.35
Scanning	Free to USB	Free to the S: Drive

## Use the 'Auto-loader' to add money to your card



SWIPE YOUR CARD with the black line on the card facing right

Your print account balance will be displayed in the window

The machine will take notes and coins only

The machine will not give change

The value on your print account will not be refunded when you finish your studies, so avoid adding to much value to your card

## Where else can I print?

There are printers located on Levels 1, 4, 7 and 8 of 349 Queen Street. The printers are networked to the PCs located outside of the classrooms on those levels

The printer on Level 7 can also be used for photocopying

There is also another 'Auto-loader'. It is located to the left of the elevators on Level 2 of 349 Queen Street