

PRINTING: Printing A4 and A3 from an LRC MAC

UH students & staff can print to the 'print, copy, scan' devices from the UH computers in the Learning Resources Centres (LRCs). These print jobs can be released to print within 72 hours with your UH ID card on any 'print, copy, scan' device on either campus. These devices can print A4, A3, black and white, colour, single and double sided.



UH students can only release prints if they have enough print credit. Please see ask.herts.ac.uk for information on [printing prices](#), [checking and crediting your print account](#), [printing from personal devices](#), and [printing A2, A1 or A0 posters](#).

Important Information

- A4, double-sided and colour printing are usually the default settings. You can select single sided, A3 and colour printing in the printer settings on your computer before you print.
- When you select colour printing, **UH Print** automatically detects whether each page contains any colour, and will deduct the appropriate amount from your account. **Warning: The smallest amount of colour on a page (e.g. a coloured web link) will result in that page being charged at the higher colour rate, rather than black and white rate.**
- You must log off (or lock) your computer when you leave it unattended, otherwise someone else can use your print credit. We are unable to accept responsibility for any unauthorised expenditure from your printing account.
- When printing from **PowerPoint**, under settings select the **Slides** option and tick **Scale to fit paper**. If you wish to print multiple slides on a page (**Hand-outs**), or slides with **Notes**, these options are available on this same **Layout** drop down list.
- At the end of your course, any unspent print credits are non-refundable. (You can however transfer them to another student.)

Sending a file to print

There are a few things to remember when printing, regardless of which software you are using as the various software print dialogue windows will differ. Make sure you have enough credit on your account before you print, choose the correct printer settings, e.g. black and white or colour, A4 or A3, single or double sided, and the page size and orientation. You may also need to select a scale-to-fit option to scale your file to fit the selected page size.

- Choose the print option in the software you are using. In MS Word and Power Point, click on **File > Print** in the app menu bar at the top left of the screen.
- Choose the appropriate printer. **CL / DH Follow Me Printing – Ricoh MFD** should be the default printer. You can release your print jobs on either campus, regardless of where you were when you sent them to print.

If you would like a copy of this document in a different format, please contact the Helpdesk on +44(0)1707 284678 or ext. 4678 or email helpdesk@herts.ac.uk

- The default print settings are usually colour, double sided and A4 paper size. Check or change these settings in the printer settings. Most software print windows have a drop down menu similar to that shown to the right.

In Photoshop this is under **Print Settings...**,
in Preview under **Preview**,
in Powerpoint under **Powerpoint** and
in Word under **Copies and Pages**.

Layout
Color Matching
Paper Handling
Paper Feed
Cover Page

Job Log
Unauthorized Copy Prevention
Color Balance Details
Printer Features

Change the **Pages per Sheet** and **Two-Sided (None, Long-Edge Binding, Short-Edge Binding)** printing options can be found under the **Layout** menu

Change the **Colour mode (Black and White or Colour)** under the **Printer Features** menu.

Change the **Destination Paper Size** and the **Pages to Print** under the **Paper Handling** menu.

- Check that you have selected the correct settings, check that the print preview looks correct and that unwanted or blank pages are not included. If you are happy with your work, select **Print**.

Releasing your print jobs at a 'print, copy, scan' device

Once you have sent your jobs to print, you need to release them (within 72 hours). Locate your nearest 'print, copy, scan' device and hold your UH ID card against the card reader to login. Any pending jobs are list with the newest at the top. Select either **Print All**, or an individual print job followed by **Print**. You must logout when you have finished.

For further help and information please see Ask Herts ['Print, copy and scan on campus'](#) or contact the Helpdesk Tel. +44 (0)1707 284678, internal ext. 4678 or email helpdesk@herts.ac.uk