

QUICK GUIDE

PRINTING & PHOTOCOPYING

PRICES

A4 Black & White 10p Colour 50p	A3 Black & White 20p Colour £1
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REWRITING THE BOOK THE LIBRARY OF BIRMINGHAM

You may collect any **Print** sent from a Library Computer or make a **Photocopy** anywhere in the Library. Restrictions are in place in the Music Library and the Children's Library.

Before printing from a Library Computer

These choices must be made:

- **Black & White** or **Colour**
- **Single Sided** or **Double Sided**
- **A4** or **A3**
- **Number** of Copies

Use **Print Preview** to see exactly what is to be printed. Choices cannot be changed once the print has been sent to the printer.

Printing

When **Print** is pressed you will see the box below:

You must remember your JobCode.

Either lock your computer and fetch your print or continue to use the computer, by pressing **Back**, and fetch all your prints later.

Each print sent will have a different JobCode, these need to be written down as you cannot print out without them.

If you do not want the print, just press **Delete** and carry on.

Using your JobCode to get a print

At the 'blue box' on the side of the printer:

- **Press #**
- **Enter your JobCode number**
You will be asked if you want to print.
- **Press OK**

The cost will then be displayed. If more than one JobCode is being printed then any money entered will register as credit. No change is given and any unused credit will not be reimbursed.

• **Insert money**

The money will register on the 'blue box', it will clear after 5 minutes if not used.

• **Your document will print**

A JobCode can only be used once

- When printed the JobCode is cleared and reissued.

inepro **Inepro Client** www.inepro.com [Back](#)
REWRITING THE BOOK
THE LIBRARY OF BIRMINGHAM

Username: Library of Birmingham

Document:	Document Name
Printer:	Public Printer
JobCode:	504
DocuPRO Status:	Waiting for payment
Windows Statement:	paused
Submitted:	03/09/2013 12:23:07
Price:	£0.20

Paper size	Pages
A4 B&W	1
A4 B&W Duplex	1



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Photocopying

Photocopying is available in **Black & White** and in **Colour**, on **A4** and **A3** paper.

1 Press **Home**



2 Choose **Copier**



3 Insert **Money**

No change is given and any unused credit will not be reimbursed.

The money will register on the 'blue box', it will clear after 5 minutes if not used.

Place the original in the document feeder or flat on the glass. Choose the settings on the main screen and the number of copies required.

4 Press **Print**

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FREQUENTLY ASKED QUESTIONS

No change?

If change is needed then this will be available at the Customer Service Desks. £2, £1, 50p, 20p, 10p, 5p & 2p coins are accepted. (Not 1p pieces). It does not give change, any money left unused will clear after 5 minutes. Any cash that is left on the printer which has not been used cannot be refunded.

Problem?

If the paper is empty, toner low or moneybox full then please inform a member of Staff.

JobCodes?

JobCodes are individual 3 figure numbers generated when a print job is sent to the printer. This will stay available until the document is printed off or until midnight on the day it was generated, whichever is soonest.

A JobCode can only be used once, so copies of documents cannot be printed by using the same JobCode again.

A forgotten JobCode?

If a JobCode is forgotten then unfortunately the print cannot be accessed and the documents need to be re-done. Jot down the JobCode numbers on a piece of paper or take a picture on your phone.

Deciding exactly what to print?

Options such as **Black & White** or **Colour**, **A4** or **A3**, **Single-Sided** or **Double-Sided** (Duplex) and **Number** of copies are selected when a print is sent from the computer. **The default is Black & White, A4, Double-Sided, One Copy.** If colour is in the text, then the PC is clever enough to recognise this and print as colour. **'Print Preview'** is really useful on the computer to check exactly what is to be printed. No options are available at the printer. Any money paid at the printer cannot be refunded. Any blank pages / 'pages not wanted' cannot be refunded. **Payment is per 'side printed' not per sheet.**

How many pages may be printed in one go?

The maximum document size allowed to be printed is 200 pages.