

## TIPS FOR PRINTING

- Make sure you set your page size correctly to A4 not Letter! See the handout called “Setting your page size to A4”.
- Note your computer name or address. All the computers display this information on the bottom right hand corner of the desktop. This makes it easier to see which document is yours at the print station. See the example to the right.
- You cannot change or select the printer from the print station.
- Your card is needed at the print station, not the photocopier you are using!
- If you select a colour printer, every page is charged as colour, even if it is in black and white.
- The print station charges for the number of pages in the document, not for the physical pages that come out of the printer. Therefore you do not save any money by double-sided or 2-up printing; you just save paper – a good thing to do!

Look for these at the print station:

Host Name:	ASSET00431
IP Address:	10.10.11.180

## TIPS FOR SCANNING

- Don’t scan too many pages at once! Email systems tend to reject large attachments. Scan a maximum of 15 pages at a time.