

# Using print, copy and scan services

2010/11 edition

## What printing and photocopying facilities can I use?

You can print, copy and scan using the Multi Functional Devices (MFDs) around the computer rooms/areas and libraries. These MFDs produce A3 and A4 monochrome (black) and colour output

Plotters are also available in several locations at the Jubilee and University Park campuses for large-format printing.

## How do I use the printer/photocopier?

Using the credits on your print/copy account (see below) you can send jobs to print for collection at any of the machines. They work on a print and release basis, so you will need to swipe your University Card and key in your PIN at the machine you choose before it will print. Alternatively enter your University username and password.

Users without a University Card or username/password can buy an Information Services (IS) copycard to photocopy. Please follow the instructions near the machine. Ask Information Services (IS) staff if you need further help.

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## How much printing/copying credit do I have?

When you register yourself to use IT facilities you are provided with an amount of print/copy credit: 100 pages monochrome print for undergraduates and 200 pages for postgraduates.

The same amount of credit is provided in each following academic year. You can check your account balance by scanning your card at the kiosk, or online by using your University username.



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## How do I keep my user account secure?

You have been given an individual print/copy PIN to help to keep your print/copy account secure. We recommend that you change this as soon as possible to something you can easily remember.

You must use one of the payment kiosks to change your print/copy PIN in libraries that have kiosks. In other libraries and some computer rooms, your print/copy PIN can be changed at a service point by IS staff. Make sure you log out of the machine when you have finished, to keep your account secure.

## How do I top up printing/photocopying credit in the library?

You should use the payment kiosks in libraries that have them. In other libraries and some computer rooms, print/copy can be credited to your account at a service point by IS staff. Unused amounts are not refundable or transferable.

## How can I make my printing/copying use green?

All IS MFD printers and photocopiers use recycled paper.

You can help by:

- using double sided printing and photocopying whenever you can
- reducing oversize pages down to A4 whenever possible
- placing waste paper into the recycling bins provided

For further information please ask library staff or visit:

[www.nottingham.ac.uk/IS/IT/print-copy-scan.aspx](http://www.nottingham.ac.uk/IS/IT/print-copy-scan.aspx)

