

Student Printing Service

Printing costs and Free allowance

Undergraduates get an annual £6.00 allowance - equivalent to 150 single sides of mono (black and white) printing.

Graduates get a £12 allowance.

When your allowance gets to zero you can keep printing, your account balance will go negative and you will be billed at the end of term for the money owing on your account.

Black and White Printing is charged at 4p per page single sided and 2p per side for duplex (double-sided) printing. Printing in colour is charged at 10p per page single sided and 6p per side for duplex printing. The printing cost of a document is calculated on a page by page basis, so if your document has, for example, 2 pages containing colour then only those pages would be charged at the colour rate, the rest would be charged at the black and white rate.

Printing from the Library computers

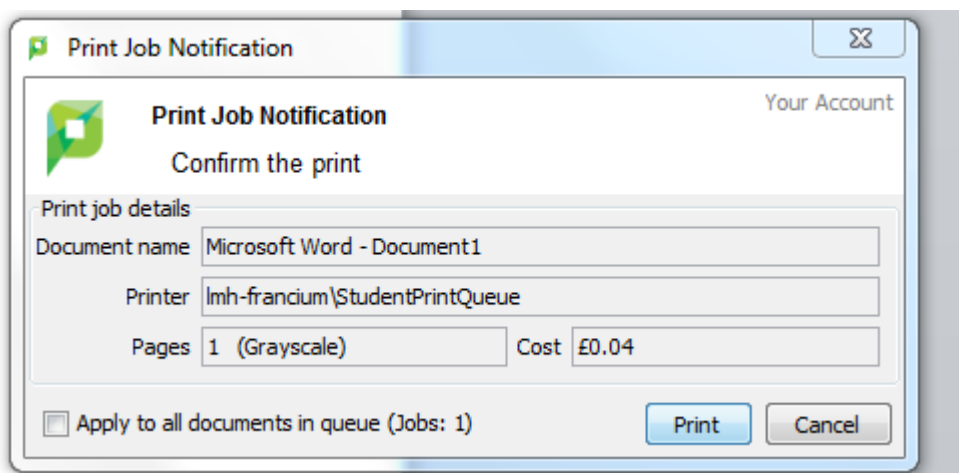
When you log on to one of the library computers you will see the printing balance window.



If you cannot see the window click on the Papercut icon in the system tray.



When you want to print from your chosen application, make sure you have selected the correct printer (StudentPrintQueue) and print settings, and then click on the print button or option in the application. A popup dialog will appear and ask you to confirm the details. Click Print to confirm the job and agree to the cost. Otherwise, click Cancel if you no longer wish to print the job.



This is your chance to make sure you have selected the correct single-sided or double-sided option before finally sending the job to the printer queue by clicking print.

Once the job has been sent to the queue you can release it from your chosen printer or carry on working and print it later (jobs will remain in the queue for 24 hours before being deleted). You can release your job at any of the three card enabled printers - the two multifunction colour printers in the Library or in the Porter's lodge or the black and white printer in the law library.

To release the job from the queue go to your chosen printer and log on by tapping your card on the card reader. If the printer has entered powersave mode, you will need to tap your card a second time once it has woken up. You should see a screen with a large button for Print Release – press this to release or cancel your print jobs. If you do not see this screen you may need to press on the icon for Papercut MF to get this to appear.

Web Printing

As well as printing from the library computers you can also send print jobs from your own computer to the printers in the library or in the Porters' Lodge via the web printing service.

There are a limited number of document types that can be printed using this service. The system can print Word, Excel, Powerpoint and PDF documents. To print other documents or web pages in Windows you can use the inbuilt XPS printer to create a .xps file which can then be printed via the web printing service. Mac users can print to PDF using the PDF button on the print dialog.

To use the web printing service go to <https://print.lmh.ox.ac.uk> and, after completing the single sign on process, select **Web Print** from the menu on the left. Then click on the **Submit a Job** link.

Summary
Rates
Transaction History
Recent Print Jobs
Jobs Pending Release
Web Print
Log Out

Web Print

Web Print is a service to enable printing without the need to install print drivers on your device. To upload a document for printing, click [Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
No active jobs					

On the next page you will be able to select which print queue you want to send the job to.

1. Printer
2. Options
3. Upload

Select a printer:

Quick Find: Find Printer

<u>Printer Name</u> ▲	<u>Location/Department</u>
<input type="radio"/> Imh-francium\StudentPrintQueue (virtual)	
<input type="radio"/> Imh-francium\WebPrintColour (virtual)	None
<input type="radio"/> Imh-francium\WebPrintSingleSided (virtual)	

« Back to Active Jobs
2. Print Options and Account Selection »

You have three choices. The default option “StudentPrintQueue” will print your document in black and white and double sided. The second option is colour and double sided. The third option is black and white and single sided. Once you have selected the printer click on the Print Options and Account Selections button where you will be able to choose to print more than one copy of your document.

Web Print

1. Printer
2. Options
3. Upload

Options

Copies:

« 1. Printer Selection
3. Upload Documents »

Click on Upload documents.

Web Print

1. Printer
2. Options
3. Upload

Select documents to upload and print

Drag files here

Upload from computer

The following file types are allowed:

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsb, xism, xlsx, xltm, xltx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
XPS	xps

« 2. Print Options
Upload & Complete »

If your browser supports it, you can drag and drop the file to the browser window. If not you can click on the Upload from computer button and select the file from the navigation window. Finally click on the **Upload & Complete** button.

✓ Your document was successfully submitted. See the table below to track its status.

Web Print

Web Print is a service to enable printing without the need to install print drivers on your device. To upload a document for printing, click [Submit a Job](#) below.

[Submit a Job »](#)

	Submit Time	Printer	Document Name	Pages	Cost	Status
	15-Oct-2015 21:17:40	lmh-francium\Library Colour Copier	test.docx			Submitting

After a short time the print service will complete the processing of the document and you will see

Web Print

Web Print is a service to enable printing without the need to install print drivers on your device. To upload a document for printing, click [Submit a Job](#) below.

[Submit a Job »](#)

	Submit Time	Printer	Document Name	Pages	Cost	Status
	15-Oct-2015 21:17:40	lmh-francium\Library Colour Copier	test.docx	3	£0.08	Held in a queue

At this point the job is held in a queue and waits to be released. You can now look at the cost of the job, and if you are happy with the cost you can visit any of the three card enabled printers and use your University Card to release the job as described in the previous section of this document.

Problems?

If your printing hasn't printed, first check that the printer has enough paper and hasn't jammed. For paper jams and paper supplies please contact the librarian or his assistant.

If there is no obvious error on the printer please contact the ICT office - we will be able to investigate but please let us know what you were printing and the date and approximate time you sent the job to the printer.

If your printing has come out in poor quality due to low toner or other printer fault, please bring the affected pages to the ICT office and we will refund the cost to your account.

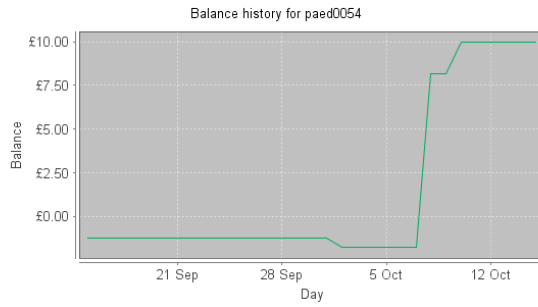
If you have lost or forgotten your library card then you can release jobs from the webprint site: print.lmh.ox.c.uk

The home page of the print service web site shows you a summary of your printing activity at LMH.




Summary

Username	paed0054 (Elaine Kemp)
Balance	£9.96
Total print jobs	29
Total pages	98

Activity



Environmental Impact

	0.1% of a tree
	382 g of CO2
	24.1 hours running a 60W light bulb

On the left hand side of the page you will see a menu of options. Click on **Jobs Pending Release** and you will see a list of your jobs waiting to go to a printer. You can release or cancel individual jobs or release or cancel all waiting jobs. If you choose to print a job you will be asked which of the three printers you want to print the job on.

Jobs Pending Release

1 job pending release with cost £0.08

Your balance: £9.96

Auto refresh (50) [Refresh Now](#)

	Submit Time ▼	Printer	Document	Client	Pages	Cost	Action
	15-Oct-2015 21:17:53	lmh-francium/Library Colour Copier	test.docx	Web Print	3	£0.08	[print] [cancel]

Summary

Rates

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

Log Out