

6a

Staff Printing - Instructions

WARWICK

How do I print?

- The names of the printers are **HP** and **Kyocera**
- You must select either of these printers from your settings to send the document to the printer
- Go to the printer you selected and swipe your University ID card. This will log you in automatically
- Press **Pull Print**, select the items you want to print then press the **Print** button
- **Once your document has printed, remember to scan your University ID card again to log out.**



HP printer



Kyocera printer



How do I print from Microsoft 365 applications?

Print preview is available from the **Print** option under the **File** button so that you can see what your output will look like before you send it.

Why is my work not printing?

Ensure you go to **File** button → **Print** as described earlier, and make sure you have selected the printer you are trying to print to from the list. Documents containing high resolution photos and graphics will take longer to process through the print queue. Please note that you must go to a printer and print the job **within 24 hours** of sending it to the queue. After 24 hours the job will be deleted. You will receive an email 6 hours before the document is deleted.

If an error is displayed on the printer's LCD display, please note the XMA/Serial number on the front of the printer, and the error message, then call **IT Services** on: **024 765 73737** opening hours 9am - 5.30pm weekdays or visit the Helpdesk Drop in, Library, 1st floor. Email helpdesk@warwick.ac.uk.

How do I print A3?

Note: You will only be able to print A3 from a **Kyocera TASKalfa** printer. Click **File> Print** then select **Kyocera** from the printer drop down list.

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