University of Lethbridge Printing Services



Printing to Follow-You using the "campus on anc-printing1" print queue

## Things to know before you start:

- The "campus on anc-printing1" print queue is set by default to print black & white. If you do not change any settings, your colour document will print and be charged as black & white
- Although many of the Ricoh devices on campus are colour, some are black & white only, all documents released at the black & white device will print black and white.
- Printed files are held at the server until released at a Ricoh device. Files are deleted after 24 hours if not printed.
- Public access Ricoh devices are labeled to indicate if they are colour or black & white.





## Printing a colour document

If you want your document to print in colour, follow these steps:

 Select "File" then "Print", select "campus on anc-printing1" as your printer. Depending on the application, it may be different in appearance.

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 Click "Properties" and then from the "Color / Black & White" drop down select "Color", click OK.

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Releasing a print job at the Ricoh device

LOG IN

- Faculty / Staff enter your copier PIN on the key pad.
- Students swipe your UofL ID Card through the card reader on the right side of the device (you must have funds available on your Bridge Buck account).
- Community users (Library) must purchase a Bridge Bucks Card to print or copy. Swipe the card through the card reader on the right side of the device.
- Select the "Follow-You" print icon, select the print jobs you want to release, click "Print" or "Start".



## **BE SURE TO LOG OUT!** From the Follow-You print screen, press the Logout tab in the bottom left of the screen.