**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.

This is a **Black & White** device.
Your documents will print
BLACK & WHITE only.

This is a **COLOUR** device.
Your documents can be printed in
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.
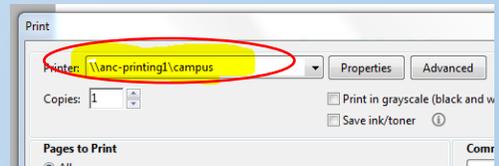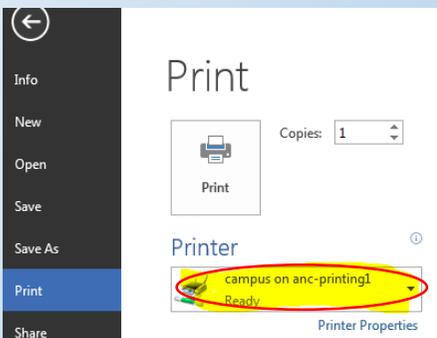

- Click "Properties" and then from the "Color / Black & White" drop down select "Color", click OK.
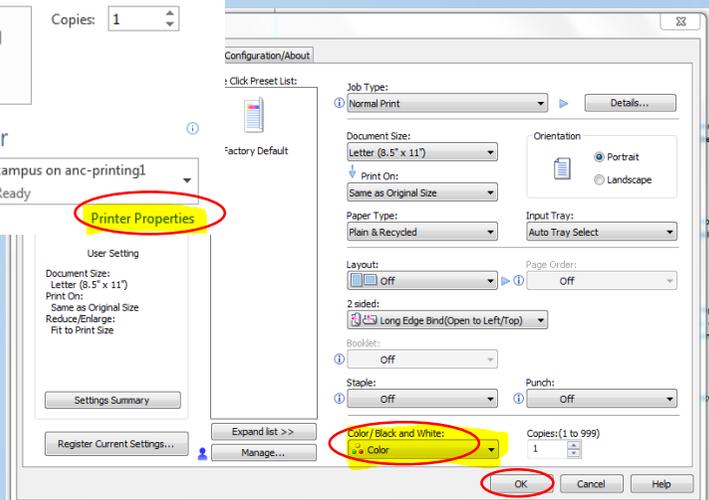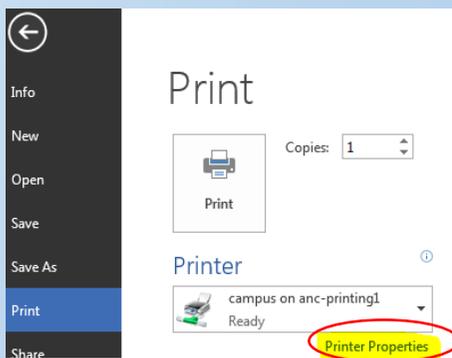
Releasing a print job at the Ricoh device

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".
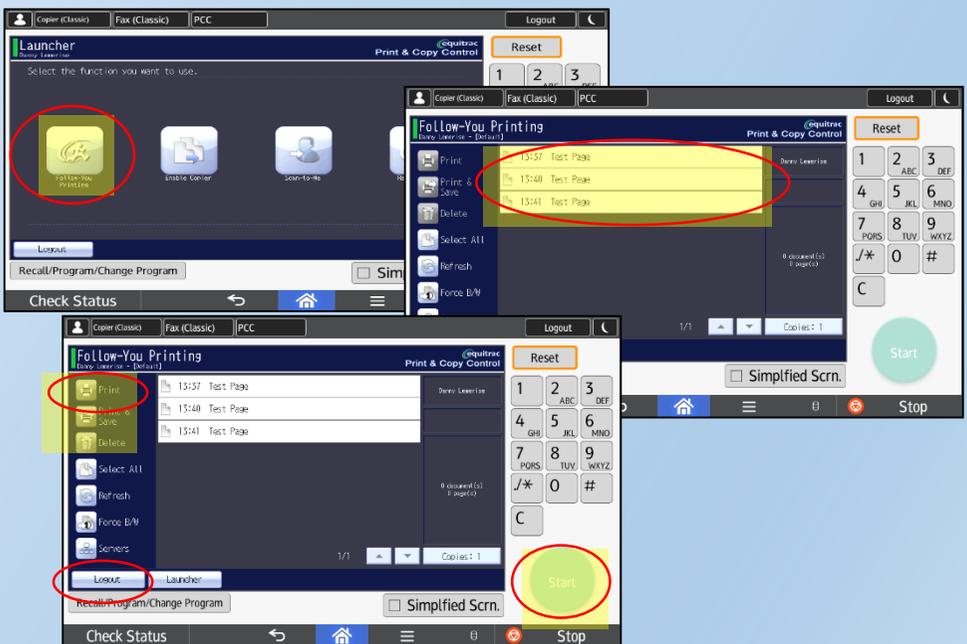
BE SURE TO LOG OUT!

From the Follow-You print screen, press the Logout tab in the bottom left of the screen.