

A4 Adobe

- 1. Open your document
- 2. Click "Print"

Hint: The print icon looks like this > Or select "File" and then "Print"



- 3. Then select the following options:
- The printer name is: FollowMe_Print



\\PAPERCUTAPP01\FollowMe_Print Properties X (L) Quick Print Print size: Collate: Or A4 [100%] ■ Basic Page Sizes... C List enhancement Source H Layout Orientation: Portrait Auto source selection Media type: n Finishing Unspecified Destination Printer default Imaging Duplex: Flip on long edge 印 Publishing Copies: FG 100 + Color: Black Carbon copies Advanced Select the colour EcoPrint option Reset Item Detail Quick Print Orientation Portrait Color Black Collate On Dupley Flip on long edge Pages per sheet Off Basic Source Auto source selection Copies PCL XL Carbon copies Off Print preview Profiles.. **KYOCERa** Cancel OK Click "Ok" You are now ready to click "Print" Print Cancel

Collect your print at any printer. Log in to the printer using your student card or by manually typing your credentials.

Go to: myprint.lincoln.ac.uk to check your balance or top up