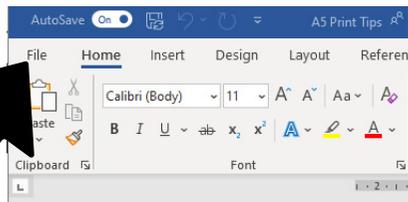


HOW TO PRINT

A4 Word

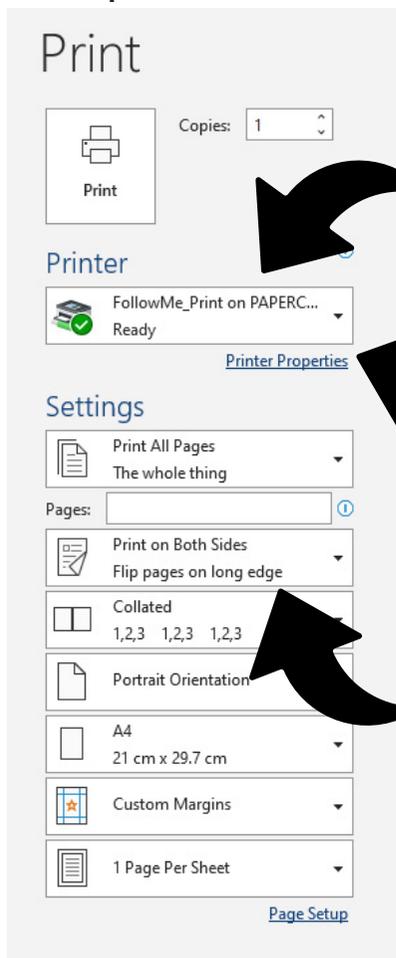
1. Open your document

2. Click "File" and then click "Print"



3. Then select the following options:

The printer name is: FollowMe_Print

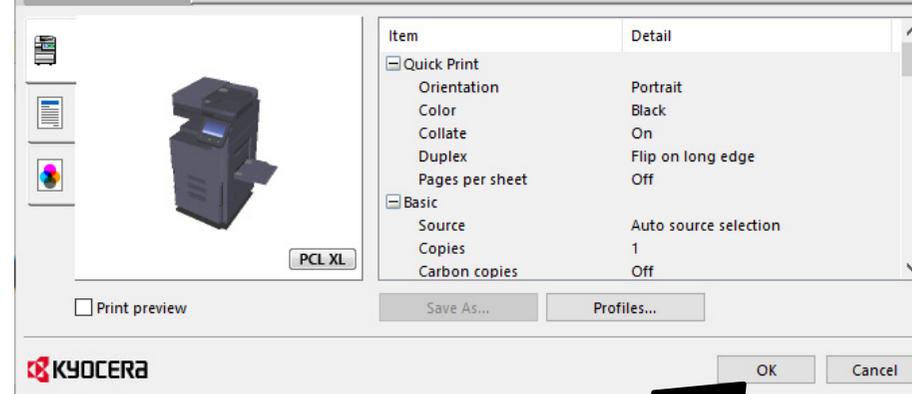
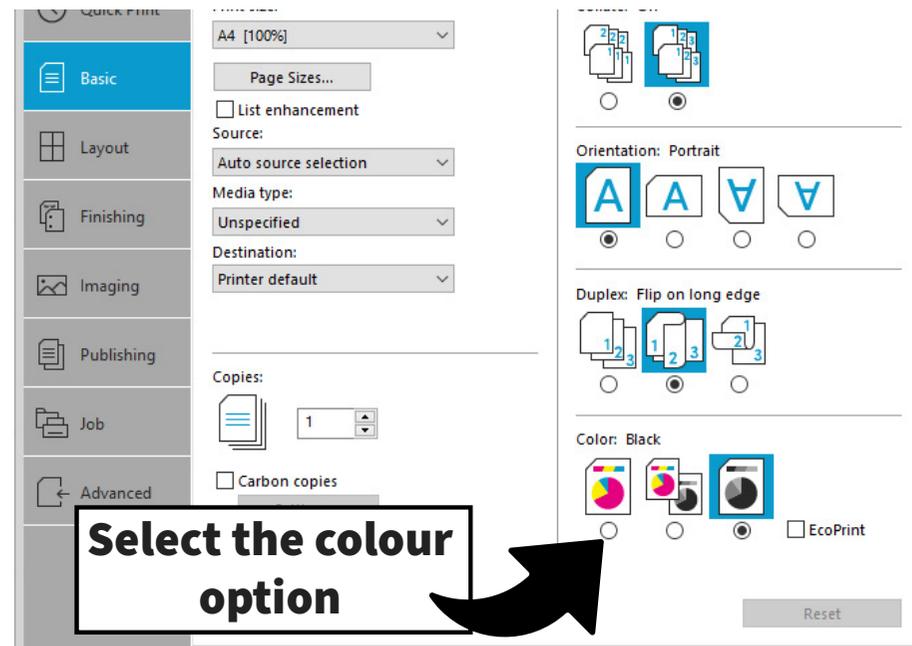


Make sure the right printer is selected

For colour, select "Printer properties" (For more details, turn over)

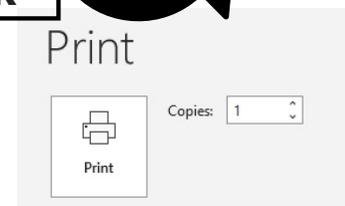
Change this to "one sided only" for single sided printing

Colour selection:



Click "Ok"

You are now ready to click "Print"



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