

HOW TO PRINT FROM A HERTFORD COMPUTER

Hertford computers and printers are available at these locations:

In the Library – computer room in basement, printers in entrance on ground floor

LIBBW – Single sided / double sided, B&W

LIBCLJ – Single / double sided, B&W / colour

Elsewhere in College

JCRAB – B&W in Abingdon House Computer Room

JRCOLL – B&W in main JCR Computer Room NB 1

JRCOLOUR – colour in small JCR Computer Room NB 1

JCRWARN – B&W in Mary Warnock Computer Room

MCRBW – B&W in MCR Octagon Computer Room

MRCOL – colour in MCR Octagon Computer Room

NGCnewPrinter – B&W in Graduate Centre Computer Room

- 1) Log in to any networked Hertford PC e.g. in the library, JCR or MCR computer rooms using your Single Sign On username [e.g. hert9999] and password.
- 2) When using the Print function in a browser or programme e.g. Microsoft Word, a list of available printers should be given.
- 3) Select the printer you require. If the printer you want to use is not listed then view the Connecting to Hertford Printers guide at www.hertford.ox.ac.uk/printing-at-Hertford.

Select printer here

Single or double sided

- 4) Documents will print immediately from the relevant printer – please collect promptly.

If you have problems printing please contact the IT department in OB1 or email help@hertford.ox.ac.uk.

For more information visit <http://www.hertford.ox.ac.uk/printing-at-hertford>

