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
- **JCRCOLL** – B&W in main JCR Computer Room NB 1
- **JCRCOLOUR** – colour in small JCR Computer Room NB 1
- **JCRWARN** – B&W in Mary Warnock Computer Room
- **MCRBW** – B&W in MCR Octagon Computer Room
- **MCRCOL** – 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](http://www.hertford.ox.ac.uk/printing-at-Hertford).

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](http://www.hertford.ox.ac.uk/printing-at-hertford)