

How to Print

Introduction

Printing is available double or single sided, in black and white or colour. Paper sizes available are A4 or A3.

Note: Printing in other paper sizes is available from CIT Print Services at CIT Reid. Email citprintservices@cit.act.edu.au or phone 62074150 for a quote.

CITCard

You must register and add credit to your CITCard to access the print function. See [How to register your CITCard](#) and [How to add credit to your CITCard](#) instructions.

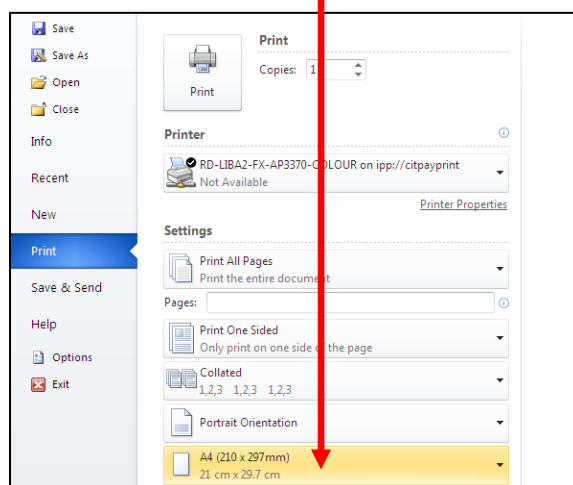
How to select A4 or A3 document size

Follow these steps to select A4 or A3 document size **before** you print:

Step	Action
1	Open your document.
2	Click on File tab
3	Click on Print menu
4	Under Settings options: a) Click on the A4 or the A3 document size. Note: If you want to print an A4 document on A3 paper you need to use the resizing (scaling) function.

Screen

Step 4 Document Size



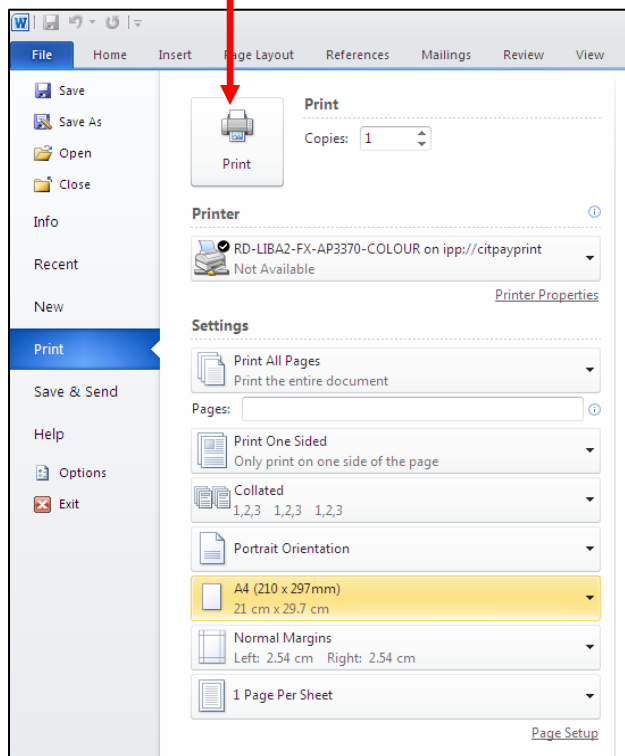
How to print

Follow these steps to print documents using defaults settings of black and white, double sided:

Step	Action
1	Click on File tab
2	Click on Print menu
3	Under Settings options: a) Check paper size selected is A4 or A3.
4	Click Print button. Note: Print job will be stay in the printer queue for 4 hours. After 4 hours if not printed it will be deleted.
5	At Printer swipe your CITCard. Note: If screen is black press the Energy Saver button.
6	Select Print Job from your queue. Check cost of printing.
7	Press Print button.

Screen

Step 4 Print button



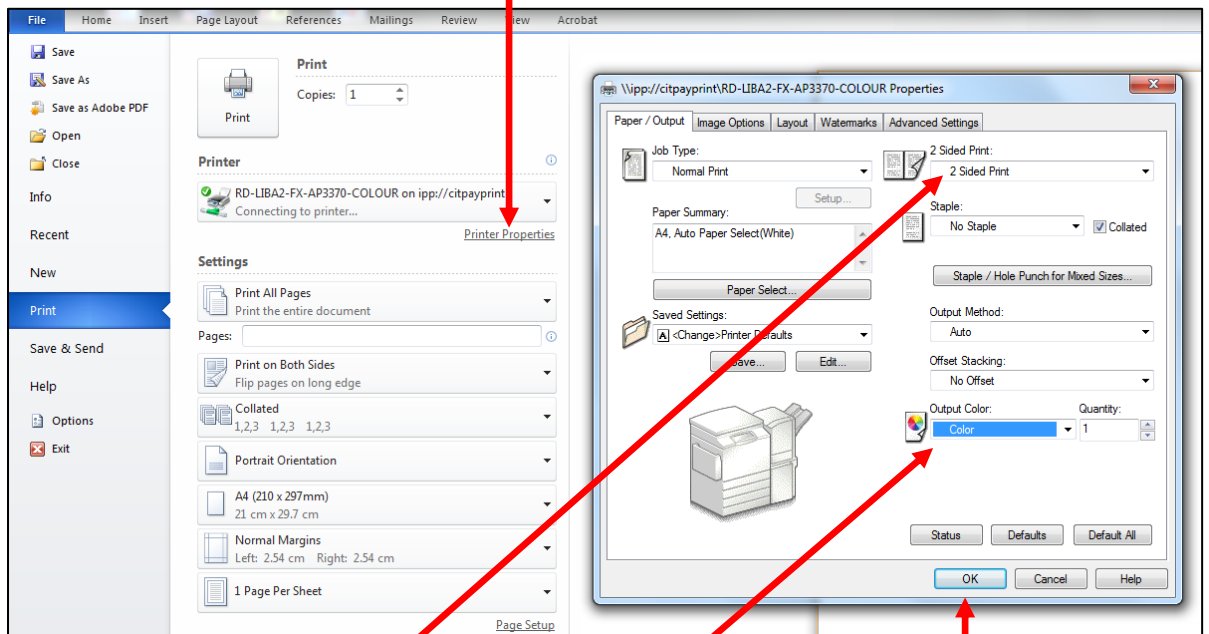
How to print double sided in colour

Follow these steps to print single sided and in colour:

Step	Action
1	Click on File tab.
2	Click on Print menu
3	Click on the Printer Properties link.
4	Under Print Properties options: a) Select Colour . b) Click OK button.
5	Click Print button. Note: Print job will be stay in the printer queue for 4 hours. After 4 hours if not printed it will be deleted.
6	At Printer swipe your CITCard. Note: If screen is black press the Energy Saver button.
7	Select Print Job from your queue. Check cost of printing.
8	Press Print button.

Screen

Step 3 Printer Properties Link (Microsoft Word)



Step 4

2 Sided Print

Colour

OK Button

How to print single sided in black & white

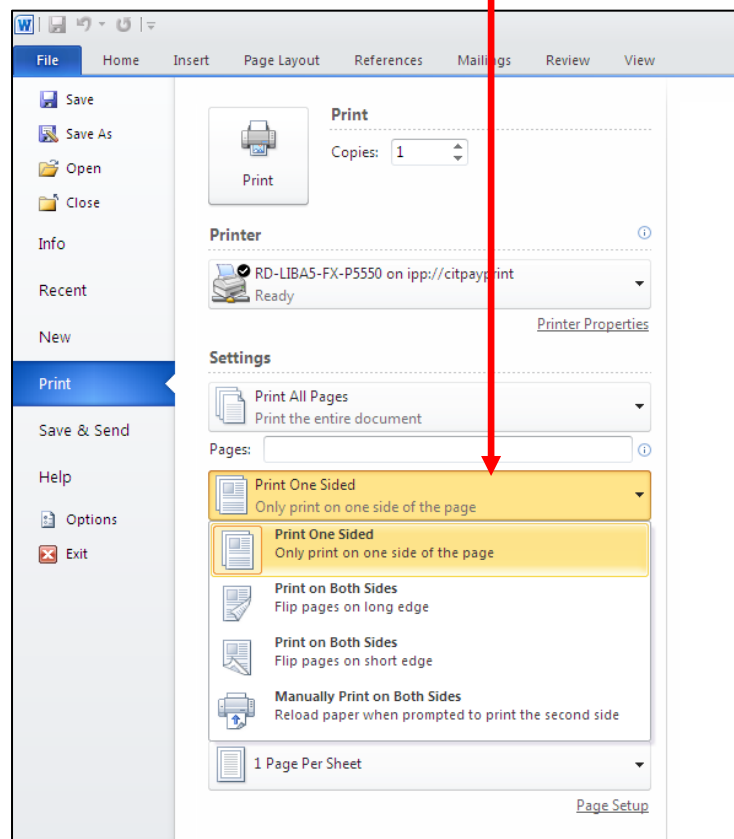
Follow these steps to print documents on single side of paper and in black & white:

Step	Action
1	Click on File tab.
2	Click on Print menu.
3	Under Settings options: a) Select Print One Sided .
4	Click Print button. Note: Print job will be stay in the printer queue for 4 hours. After 4 hours if not printed it will be deleted.
5	At Printer swipe your CITCard. Note: If screen is black press the Energy Saver button.
6	Select Print Job from your queue. Check cost of printing.
7	Press Print button.

Screen

Step 4

Print One Sided



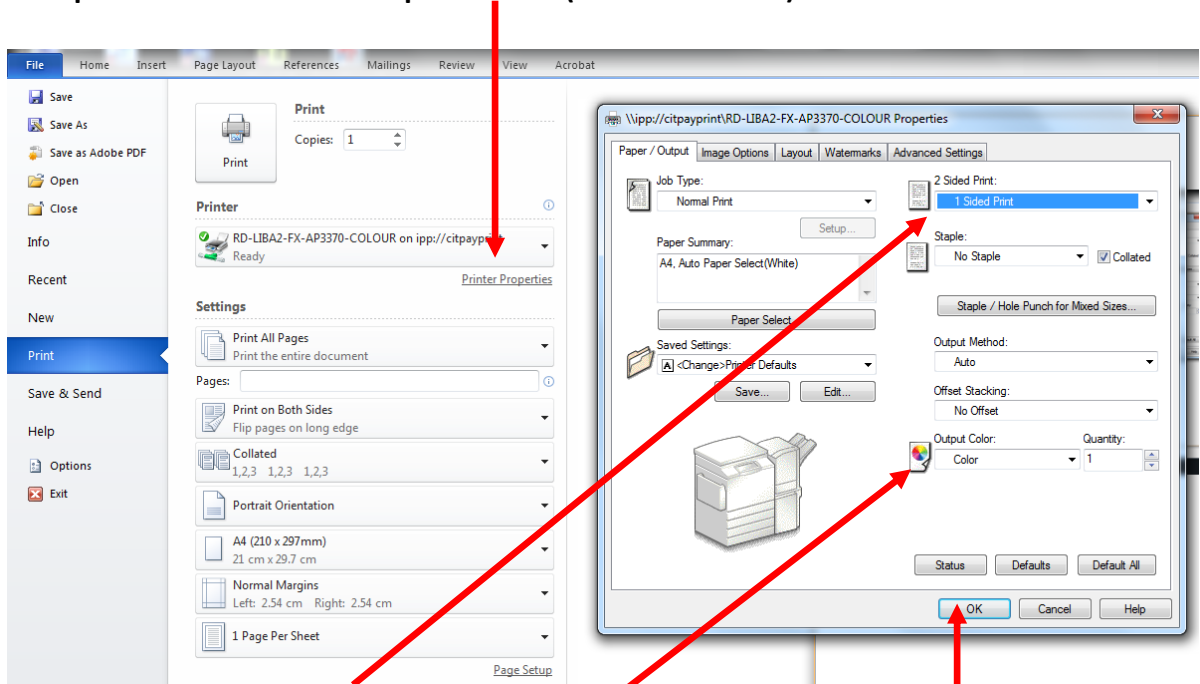
How to print single sided in colour

Follow these steps to print single sided and in colour:

Step	Action
1	Click on File tab.
2	Click on Print menu
3	Click on the Printer Properties link.
4	Under Print Properties options: a) Select 1 Sided Print . b) Select Colour . c) Click OK button.
5	Click Print button. Note: Print job will be stay in the printer queue for 4 hours. After 4 hours if not printed it will be deleted.
6	At Printer swipe your CITCard. Note: If screen is black press the Energy Saver button.
7	Select Print Job from your queue. Check cost of printing.
8	Press Print button.

Screen

Step 3 Printer Properties Link (Microsoft Word)



Step 4 1 Sided Print

Colour

OK Button

How to print a landscape document double sided in black & white

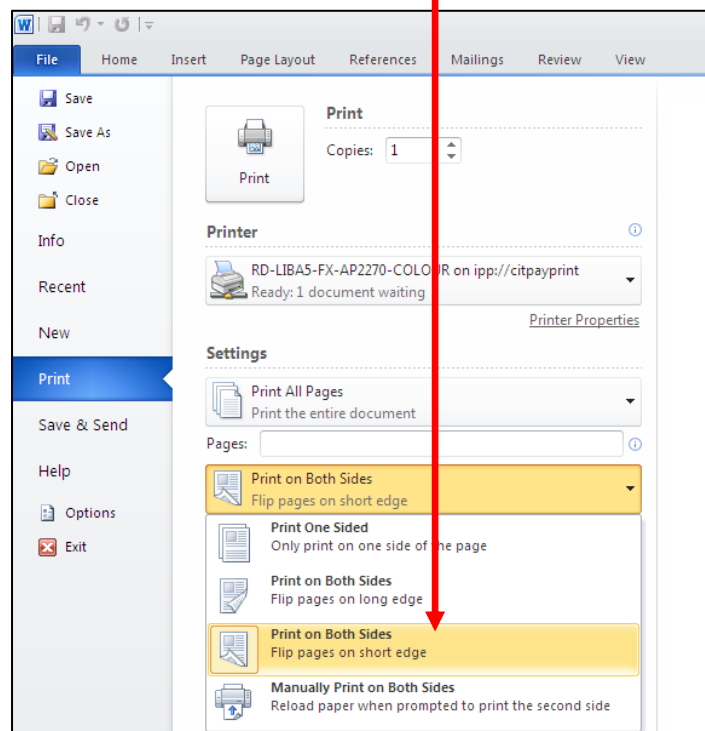
Follow these steps to print landscape document double sided and in black & white:

Step	Action
1	Click on File tab.
2	Click on Print menu
3	Under Settings options: a) Select Print Both Sides Flip pages on short edge. b) Select Landscape Orientation.
4	Click Print button. Note: Print job will be stay in the printer queue for 4 hours. After 4 hours if not printed it will be deleted.
5	At Printer swipe your CITCard. Note: If screen is black press the Energy Saver button.
6	Select Print Job from your queue. Check cost of printing.
7	Press Print button.

Screen

Step 3

Print of Both Sides Flip on short edge



How to resize (scale) a document for printing

If you wish to print an A4 document on A3 paper, follow these steps to resize your document before printing:

Step	Action
1	Click on File tab
2	Click on Print menu
3	Under Settings options: a) Click on 1 Page Per Sheet drop down list. b) Select Scale to Paper Size c) Click on A3 paper scale
4	Click Print button. Note: Print job will be stay in the printer queue for 4 hours. After 4 hours if not printed it will be deleted.
5	At Printer swipe your CITCard. Note: If screen is black press the Energy Saver button.
6	Select Print Job from your queue. Check cost of printing.
7	Press Print button.

Screen

Step 3 Scale to Paper Size

