
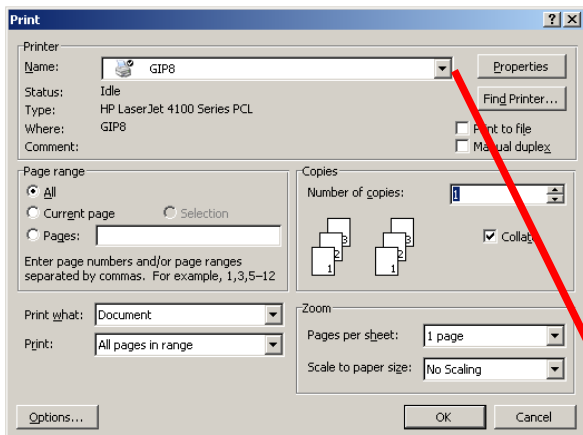


Selecting different printers in the library

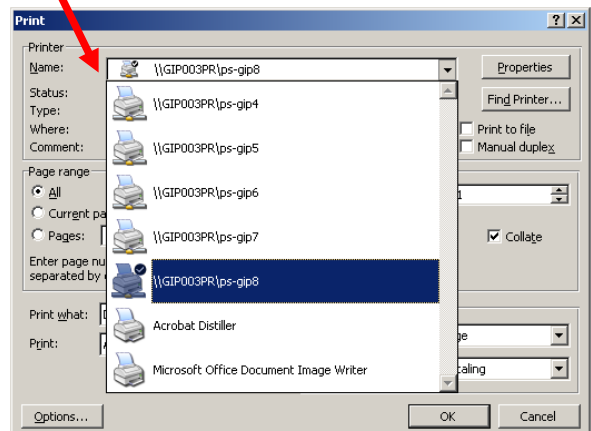
Sometimes you will need to use a different printer other than the one set as default for the PC you are working on in CLS. This could be for any number of reasons, be it paper jams, printers running out of ink, network problems, beating queues to heavily used printers, or simply personal preference. Staff will assist with any error occurring with the printing system, but to help you get your work printed as quickly as possible you can quickly select another printer.

- When you want to change the printer your PC prints to, first go to the **Print** window. This can be found by going to the **File** tab at the top left of the screen, then down to  **Print...**



- This will take you to the **Print Window**, shown left, (here for **Microsoft Office Word**).
- Click the **Name** menu at the top of the screen to select which machine you wish to print to.

Note that all of the printers in CLS start with the prefix 'GIP' (Gray's Inn Place). Each printer is clearly numbered, and also, this menu will not let you select a printer that is not on the current floor you are working on.



If you have been through these instructions and are still having problems printing, please ask a member of staff at the enquiry desk who will be happy to assist.