

## **Printing and Photocopying Services**

### **Printing**

Printing services are available from any GSB computer via the purchase of a print card from the library, during its opening hours. Patrons may collect their prints from either the **Library** or the **Learning Center 1** printer. The **Library's** printer is set as the default printer when you are going to print. However, if you wish to send your prints to the **Learning Center 1** printer, you should change this setting.

The printers can only facilitate black and white prints.

#### **To change the printer to LC1;**

- From the open document, click print.
- At the top-left of the box you will see "Name", click the drop down arrow next to it in order to see the list of other printers.
- Select the printer **HPLJ\_1320\_LC1**.
- You may make any other setting changes you want to apply to your document, if necessary.
- Click print, you can now collect your document at the **Learning Center 1**.

### **Photocopying**

There are two photocopying machines available on campus. One is located just outside the **Student Advisory Services (SAS)** department and the other is inside the **Library**. In order to photocopy material you must have a **Venda card** which can only be bought at the **SAS** department during its opening hours. Adding credit must also be done at the **SAS** department. The photocopying machines facilitate only black and white copies. Remember copies from all documents must be in keeping with the Copyright Laws of Trinidad and Tobago i.e. not more than 10% of any document should be photocopied.

**For further assistance feel free to contact any member of the library staff.**