# Printing & Copying

## College facilities for printing and copying

The college users Sharp multifunction copier/printers/scanners and there are 14 devices around the college campus that all staff and students can use

There are three types of printer/copiers;

- **MX5070 and MX4070** which has a finisher and includes stapling and hole punching
- **MX3070** which does not have a finisher

*Both types do A4/A3, duplex and colour and black & white*

Each printer/copier is labelled as follows; the first 6 digits represent the model type MX5070, MX4070 or MX3070 and the last 4 digits represent the location code (see below)

> **Example: MX4070_C107 is the copier/printer located in the IT room C107**
>
> **How to decode/locate room numbers here (including a campus map)**

The ones in common areas are as follows (with **OPEN ACCESS**)

1. **C103** - the library
2. **C107** - the IT open access room
3. **C021** - in the corridor of theatre design
4. **S006** - in the corridor of stage management
5. **L004** - on the ground floor of Lamorbey House outside the SU office
6. **L117** - on the first floor of Lamorbey House
7. **L224** - on the second floor of Lamorbey House
8. **W003** - on the ground floor of the Student Services building

Others that are not located in common areas are (with **RESTRICTED ACCESS**)

1. **A001** - Annex
2. **L110** - HR
3. **L113** - Finance
4. **L119** - Admissions
5. **S012** - Reception
6. **W116** - Student Services

Here is a campus map show the locations - click on an printer to see details of its exact location (as of 2017/18)

## Related articles

Page:Using WebPrint to print from a non college device

Page:How to Print - from a college computer

Page:How to manual staple using a Sharp copier

Page:Create and print show programme

Page:How To stop/delete a print job on a Sharp copier