Send your document to a printer

To print your document on a campus printer, you need to send it to a print queue. There are 2 print queues – the mono print queue will print in grayscale/black and white, the colour queue will print in colour. Once sent to a queue, you will be able to print it from a printer of your choice.

Print queues are pre-installed on PC Lab/Library computers and on ISS supported staff computers. To print to a campus printer from your own device, you will need to print from the web or print from within an application on MyLab.

To send your document to print

1. Open the document you want to print.
2. From the document menu options, select File then Print – the Print window opens.
3. Select the desired print queue (e.g. if you want to print in colour, select colour on lancs-print2, if you want to print in mono, select mono on lancs-print2).
4. Make any other required print option selections (e.g. number of copies, paper size).
5. Click Print. Your document will now appear in the printer queue. To collect your printing you will need to go to a printer on campus and log in and print your document within 48hrs.

If you are unsure about whether your document has been sent to the print queue, you can go to print.lancaster.ac.uk and select jobs pending release from the menu on the left. Any jobs that are in the queue will be displayed, and will be available for release from any campus printer.