How to print @ Level 3

1. **On your PC**
   1. Select a B/W printer:
      - Main-L3-5-BW
      - Main-L3-6-BW
      - Main-L3-7-BW
      - Main-L3-8-BW
      - Main-L3-9-BW
      - Main-L3-10-BW
      OR a colour printer:
      - Main-L3-5-COLOR
      - Main-L3-6-COLOR
      - Main-L3-7-COLOR
      - Main-L3-8-COLOR
   2. Click to change Printer Properties, if needed:
      - From A4 to A3;
      - From double to single sided
   3. Click on Print
   4. Enter User ID and password. Then click on OK
      (Note: User ID and password to be created on the spot)

2. **At Level 3 printer**
   1. Insert Octopus card
   2. Make sure it is in Printer mode
   3. Select your User ID on the touch screen
   4. Enter your password with the number pad and press Login
   5. Select your print job
   6. Press Print
   7. Remove your Octopus card when done

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