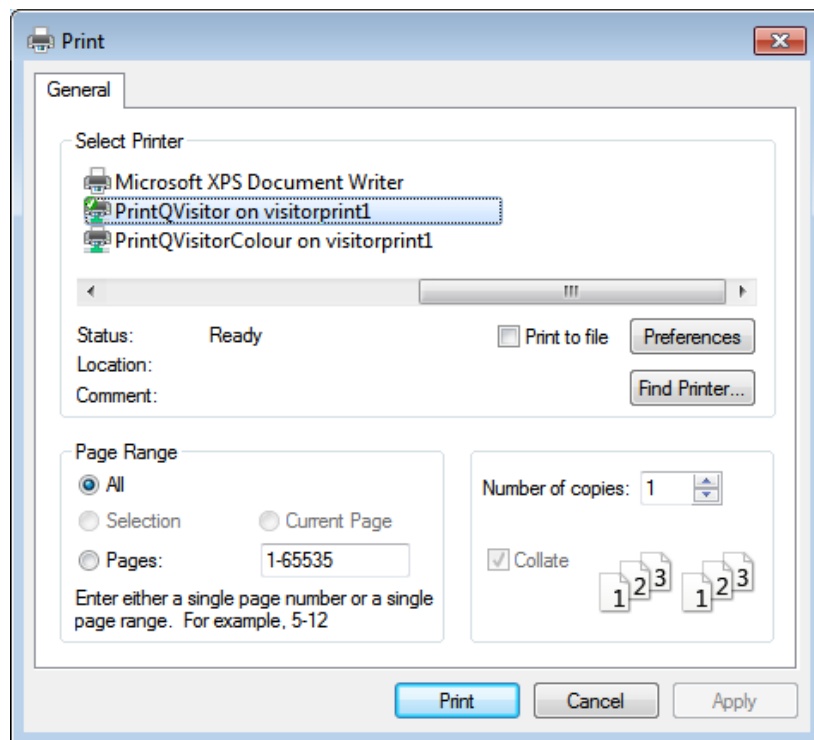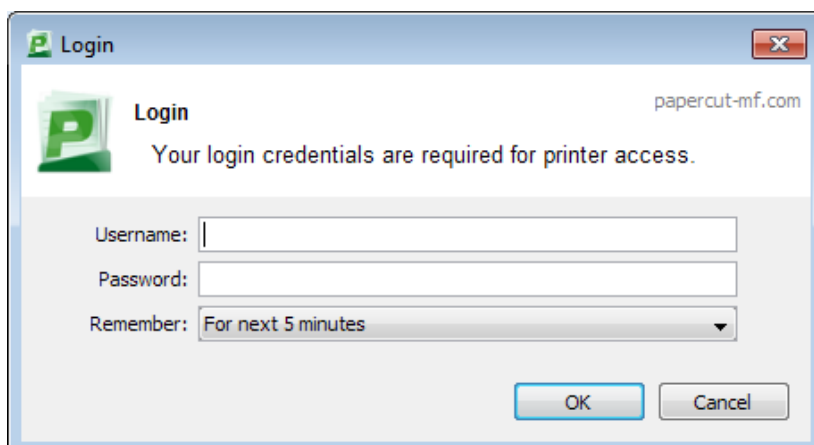To print in the LSE Library, you will need your LSE visitor card and username and password.
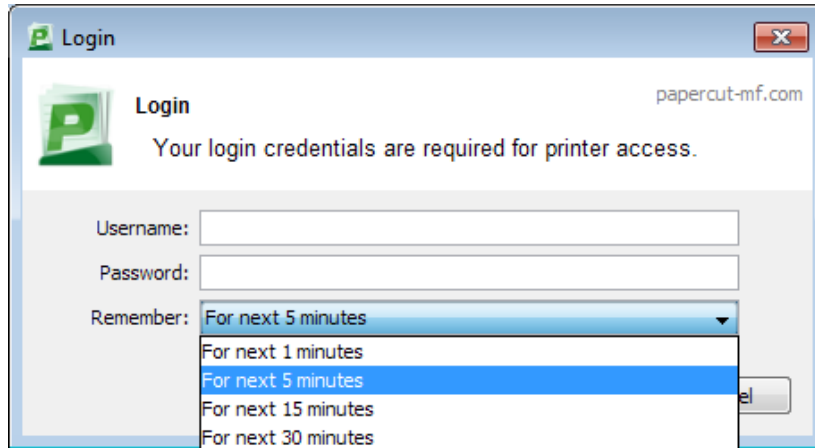
1. Go to the Copy Shop on the ground floor of the Library and ask for a Mifare sticker. This sticker will be attached to your LSE visitor card.
2. Copy Shop staff will create an account for you on the printing system. The log in details for this are the same username and password that you use to log in to a visitor PC.
3. You will need to add credit to your printing account at the Copy Shop. Black and white printing costs 4p per side of A4, and colour costs 20p per side.
4. To print from the visitor computer, select **File**, **Print**, and choose either the black and white or colour visitor print queue.

5. You will then be prompted to log in. Enter your LSE visitor username and password.

6. If you plan to print a number of documents or intend to use the visitor PC for an extended period of time, you can increase the amount of time that the computer remembers your log in details for printing. Select the length of time you need from the drop down menu next to **Remember**.

7. Find a Canon printer on the first floor of the Library and tap your visitor card on the card reader. If you are using this device for the first time, you will be asked to associate your card with your account. To do this, enter your LSE username and password. You will only need to do this once.
8. Select your print job on the screen, press **Print** and collect your printing from the device.

Please note: you can use the Canon printers on the first floor of the Library for photocopying, but scanning is not supported.

If you have changed your account password, please let the Copy Shop know so they can update your printing account details.