How to print (Windows)

- Press the Windows Key and "R" and enter the following: \\bsg-prt01.bsg.ox.ac.uk and press "**Return**"

- You will be asked to enter your BSG credentials.
    In username enter **BSG\your SSO Username**
    In password, use your **BSG password**

- The printer queues will appear in a new Explorer Window.

- Double click on the "Follow-Me-A4-Duplex-Mono.

- When you print for the 1st time, it will ask for your credentials. You must use your BSG credentials in this specific format: **BSG\yourSSOusername**, and the same password.

- You can print a test page or a document of your choice by pressing the Windows key and "P", and select from the list of printers the **BSG – Follow me Mono.**