PRINTING, PHOTOCOPYING AND SCANNING

There are multifunction devices located in the library and student lounge. Use your student ID card to activate these and top up your credit at the administration office. B&W A4 printing or photocopying is 14 cents per sheet and A3 is 25 cents per sheet. Colour A4 printing or photocopying is $1.10 per sheet and A3 printing or photocopying is $2.20 per sheet.

A3 and A4 B&W printing is available also in the computer labs.

Printing: 1. From your computer, select Print and choose which printer you wish to send to: studio (no swipe required but your account will still be charged), library or student lounge (swipe required to collect printing) 2. Go to the printer and swipe your card over the proximity reader terminal 3. Your name will appear on the terminal screen 4. Select Print 5. A list of your print jobs will appear on the terminal screen 6. Touch the screen to highlight your jobs and select Print

Photocopying: 1. Swipe your card over the proximity reader terminal 2. Select Photocopy on the terminal 3. Place your item to be copied and select any copy options on the photocopier display screen 4. When finished close session by selecting Quit on the terminal (this will prevent anyone else photocopying on your account)

Scanning (Please note: There is no charge for scanning): 1. Use the multifunction device in the Student lounge 2. Select Scanner on copy machine 3. Select 'Scan to USB' OR 'Scan to PC' (this will scan to folder on student server) 4. Insert your USB stick OR scan to folder on student server 5. Note - the folder on the server is available to everyone so don't scan anything confidential 6. Retrieve