



PRINTING

- 1) Students can use all PCs in the Ground Floor Common Room and Learning Resource Centre for printing (except the all-in-one wireless PCs in the LRC)
- 2) Top up your Attendance Card at the Information Centre. There is a printing cost of £0.05p per sheet. **Minimum top up is £2.00**
- 3) When you are ready to print, click 'File' and then 'Print.' Ensure that you have selected the 'Print Queue on LCAPEN01' printer'
- 4) Enter your username in the pop up screen e.g. 3xxxxx (this is your ID number printed on your attendance card beginning with a 3)
- 5) Here you will be presented with a summary page of your print showing your available balance. Please check that you are printing from your own account and when ready, click 'OK.'
- 6) Log in to the printer by swiping your Attendance Card on the reader attached to it.
- 7) Select the job you wish to be printed by pressing it so that it is highlighted and click 'Start.'
- 8) Once your printing is complete, swipe your Attendance Card on the reader again to ensure that you have logged out.
- 9) You can logon to the printing system to manage your print queue and view your balance by visiting URL: <http://lcaprn01:7180/gespage> from the Ground Floor Common Room and LRC PCs. Use your ID number (beginning with 3) to login

PHOTOCOPYING

- 1) Top up your Attendance Card at the Information Centre if you require more credit. There is a copying cost of £0.05p per sheet.
- 2) Log in to the printer by swiping your Attendance Card on the reader attached to it.
- 3) Press 'Copy' and select how many copies you require
- 4) Click 'Start' when you are ready to copy.
- 5) Once your copying is complete, swipe your Attendance Card on the reader again to ensure that you have logged out.

SCANNING (FREE OF CHARGE)

- 1) Log-in to the printer by swiping your Attendance Card on the reader.
- 2) Press the 'ScanToEmail' folder and when ready, click 'Start.'
- 3) The scan will be sent to your e-mail address as a PDF file. The maximum file size is 10 Mb.
- 4) Once you have finished scanning, log out of the printer by swiping your Attendance Card