PRINTING & COPYING

Your UC student card, with added print/copy credit, is required for printing and copying.

PRINTING INSTRUCTIONS

1. From the Print menu on your computer, select:
   - 8-BW-KM552 for Black and White
   - 8-Colour-KM552 for Colour
2. To print, click OK/Print
3. At the printer present your student card over the card reader panel
4. Select “Print Release” in the top left of the screen
5. Your print jobs will be shown
6. Select which print jobs you want to print, or select all by selecting the “Select All” option
7. Press the “Start” button
8. When finished select the Access/Log out button

NB - Printing credit is not deducted until your job is printed

COPYING INSTRUCTIONS

1. At the Printer present your student card over the card reader panel
2. Copying in now enabled, Press “Start”
3. When finished select the Access / Log Out button

COSTS

Print & Copy Costs B&W
A4 & A3 single-sided 10¢
A4 & A3 double-sided 15¢

Print & Copy Costs Colour
A4 & A3 single-sided 25¢
A4 & A3 double-sided 37.5¢

Rechargeable copy card
For people without a valid UC student card
This card must have credit added before copying
Scanning 5¢

PROTECT YOUR CREDIT

LOG OFF
Always press Access / Log out button on the keypad when you have completed printing or copying to avoid someone else using your credit

ADDING CREDIT

To print or copy you must have credit on your card
To add credit to your card, take your card and money to the AutoLoader located on level B