

Printing Instructions:

Before you can get your job from the printer, you must first send it to the printer. You do this by clicking the Microsoft Office button in Word or Excel or PowerPoint or the File menu in other programs, and clicking on **'Print'**. To print in black and white, send your printing to 8-BW-KM552. To print in colour, send your printing to 8-Colour-KM552.

You can print in black and white **and** colour to all nine MFDs (multi-function devices) in the Library:

Level B – Four MFDs are available in this area, and one MFD is available in the short loan section.

Library Commons – Two MFDs are available.

Level C – Two MFDs are available near the student computers. **Level D** – One MFD is available near the student computers.

Once you have sent your print job to the MFDs, present your student ID card on the MFD card reader on the right of the printer.

- Select **'Print Release'** on the MFD touch screen.
- Select your print job from the list on the MFD touch screen.
- Press the **'Start'** button, marked with a blue light.
- Press the **'Log out'** button on the printer control panel.

Credit is not deducted from your account until your job is released.

You can view and release only your own print jobs at the MFD.

Printing Costs

Black and white printing:

A4 single sided page	10c
A4 double sided page	18c
A3 single sided page	10c
A3 double sided page	18c

Colour printing:

A4 single sided page	25c
A4 double sided page	38c
A3 single sided page	25c
A3 double sided page	38c

Photocopying Costs

Black and white photocopying:

A4 single sided page	10c
A4 double sided page	18c
A3 single sided page	10c
A3 double sided page	18c

Colour photocopying:

A4 single sided page	25c
A4 double sided page	38c
A3 single sided page	25c
A3 double sided page	38c

Scanning

Scanning to your USB drive is also available on all MFDs in the Library.

Printing and Photocopying

Library Guide



Getting started

UC Students

To print and photocopy in the Library (and in other locations of the University including the Computer Centre in Building 10) you will need a current University of Canberra Student ID card with credit added.

To add credit, take your student ID card to the AutoLoader on Level B of the Library, or in Building 10, and follow the instructions. The AutoLoader accepts gold and silver coins, and notes. There is also a change machine next to the AutoLoader which exchanges silver coins and notes or gold coins.

Non-UC students

If you do not have a University of Canberra Student ID card, you can **photocopy** in the Library by purchasing a rechargeable photocopy card from the AutoLoader on Level B of the Library. Rechargeable photocopy cards cost \$4.00 (\$3.50 card and \$0.50 preload). You will need to add credit to your card before photocopying. Follow the instructions at the AutoLoader.

A rechargeable photocopy card will allow you to photocopy in the Library and in some of the University's Learning Resource Centres. A photocopy card cannot be used for **printing** in the Library or anywhere else in the University.

Photocopying Instructions:

You can photocopy at all of the nine MFDs (Multi Function Devices) in the Library.

To photocopy, take your student ID card or photocopy card to an MFD and follow these steps:

To log into an MFD swipe your student or photocopy card over the keypad and then press 1

Do not forget to press 'Finish' on the keypad to **log off** your account when you leave

To Photocopy in Basic A4:

- Press 'Start' on the MFD to photocopy your items

To Photocopy in A4 Landscape:

- Select paper size A4R landscape on the MFD
- Press 'Start' on the MFD to photocopy your items

To Photocopy in A3:

- Select paper size A3 on the MFD
- Press 'Start' on the MFD to photocopy your items

Photocopying Instructions:

To Reduce or Enlarge:

- Select 'RE' on the MFD and choose your desired size, e.g. A4>A3 or A3>A4
- Select the paper size you wish to copy onto on the MFD Press 'Start' on the MFD to photocopy your items

To Photocopy Double Sided:

- Select '1' on the keypad next to the MFD
- Present your student ID card or photocopy card over the same keypad
- Select 'Copy mode 1>2' on the MFD
- Select the paper size you wish to copy onto on the MFD
- Press 'Start' on the MFD to scan the first page and repeat until all pages are scanned
- Press 'Store' on the MFD display screen
- Press 'Start' on the MFD to photocopy your items

To Use the Document Feeder:

- Present your student ID card or photocopy card over the same keypad
- Close the lid of the MFD and place your pages face up in the document feeder
- Choose your preferred photocopy mode and paper size (see instructions above)