

Printing Photocopying & Scanning



Printing

1. Students can use all PCs in the Common Room and Learning Resource Centre for printing.
2. There is a printing cost of 5p per sheet. Minimum top up is £2. You can top up your balance on your account at the iCentre.
3. When you are ready to print, click 'file' and then 'Print' Ensure that you have selected the 'Print Queue on LCAPENo1 Printer'
4. Enter your student ID number e.g. 3xxxxx (this is your ID number beginning with 3)
5. 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. To log-in, please enter your student ID number e.g. 3xxxxx on the printer screen.
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, ensure that you have logged out by clicking 'Log Out' on the printer screen.

Photocopying

1. Top up your balance on your account at the iCentre. Photocopying costs 5p per sheet.
2. To log-in, please enter your student ID number e.g. 3xxxxx on the printer screen.
3. Press 'Copy' and select how many copies you require.
4. Click 'Start' when you are ready to copy.
5. Once you have finished photocopying, ensure that you have logged out by clicking 'Log Out' on the printer screen.

Scanning (Free of Charge)

1. To log-in, please enter your student ID number e.g. 3xxxxx on the printer screen.
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 is 10 MB.
4. Once you have finished photocopying, ensure that you have logged out by clicking 'Log Out' on the printer screen.