

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 attendance card at the Information Centre or online.
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 printed on your Attendance Card 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, touch your attendance card onto the reader attached to the printer.
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, touch 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/>

Photocopying

1. Top up your Attendance Card at the Information Centre or on VLE, if you require more credit photocopying cost 5pm per sheet.
2. Log-in to the printer by touch 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 you have finished photocopying, 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 is 10 MB.
4. Once you have finished scanning, log out of the printer by swiping your Attendance Card

