

IS&T Directorate

Print, Copy and Scan Guide

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1.0	Published	VG	Initial document created	24/08/2017

Purpose of document

This guide explains how to set print, copy or scan using the open access student printers.

Requirements

The user needs to have a valid Bucks New University student ID card, print credit in their accounts and computers and network connection to print, scan or copy.

Initiating your card

Printing is linked to your Student ID Card.

You will need to initiate it first by visiting one of the printer machines.

Initiate the card at the machine by tapping it through on the card reader and following the instructions



Print Credit

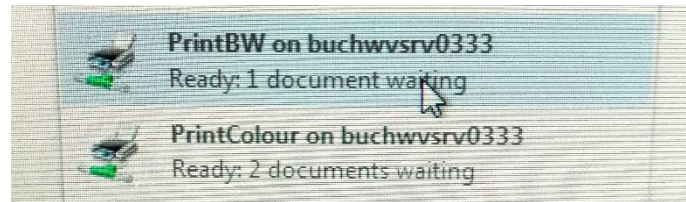
You need to credit your central printing account by using your credit or debit card.

You can add credit to your account for printing at <https://epayment.bucks.ac.uk/print/>. You can also visit the library desk to credit your account.

Charges for printing, copying and scanning can be found at the Library.

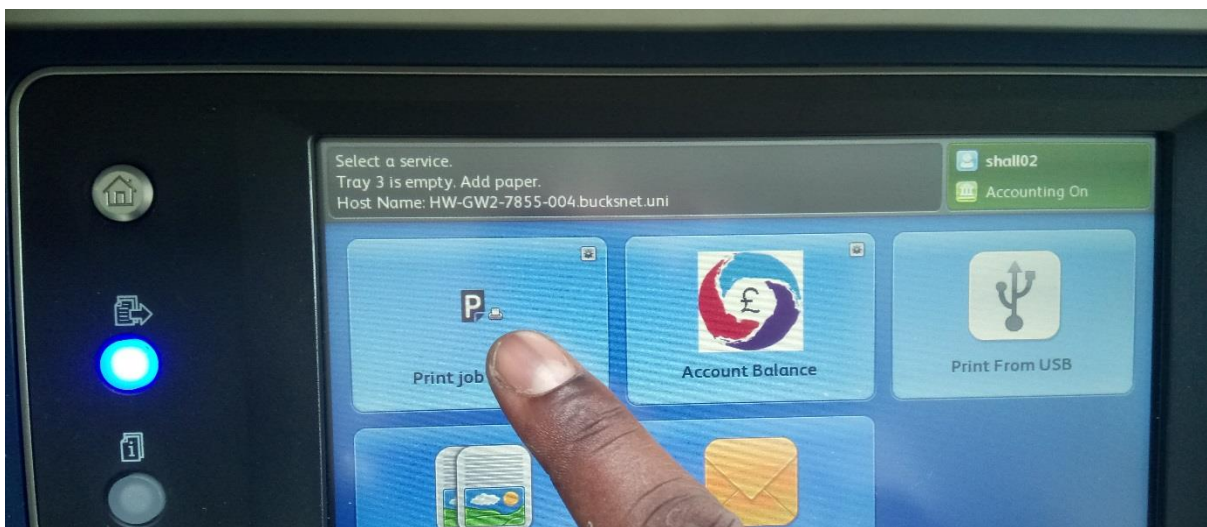
Step-by-step instructions – Printing

1. From the PC/MAC send your work to either the PrintColour or PrintBW Printer

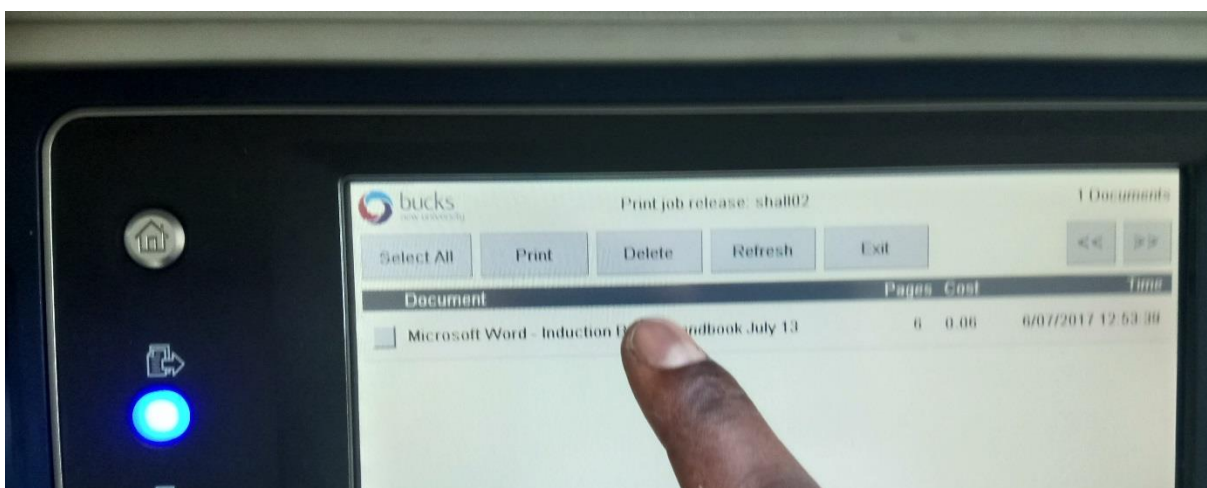


(Be careful to choose correctly as colour costs more)

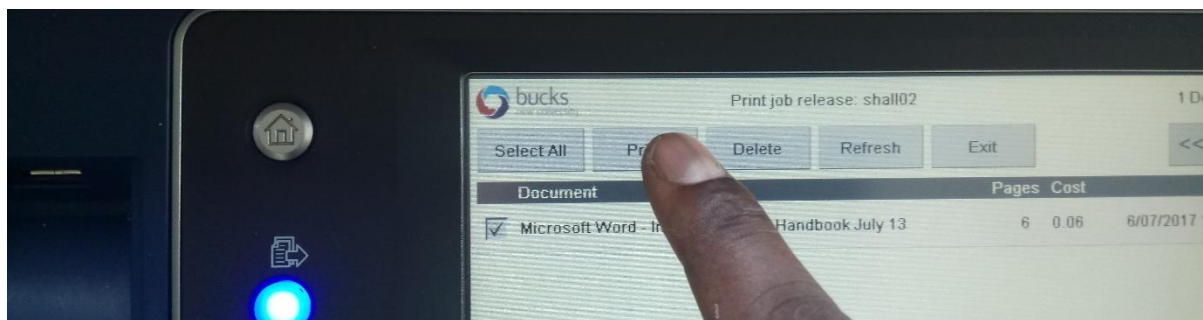
2. Tap your card at the printer and select Print Release.



3. Choose your document



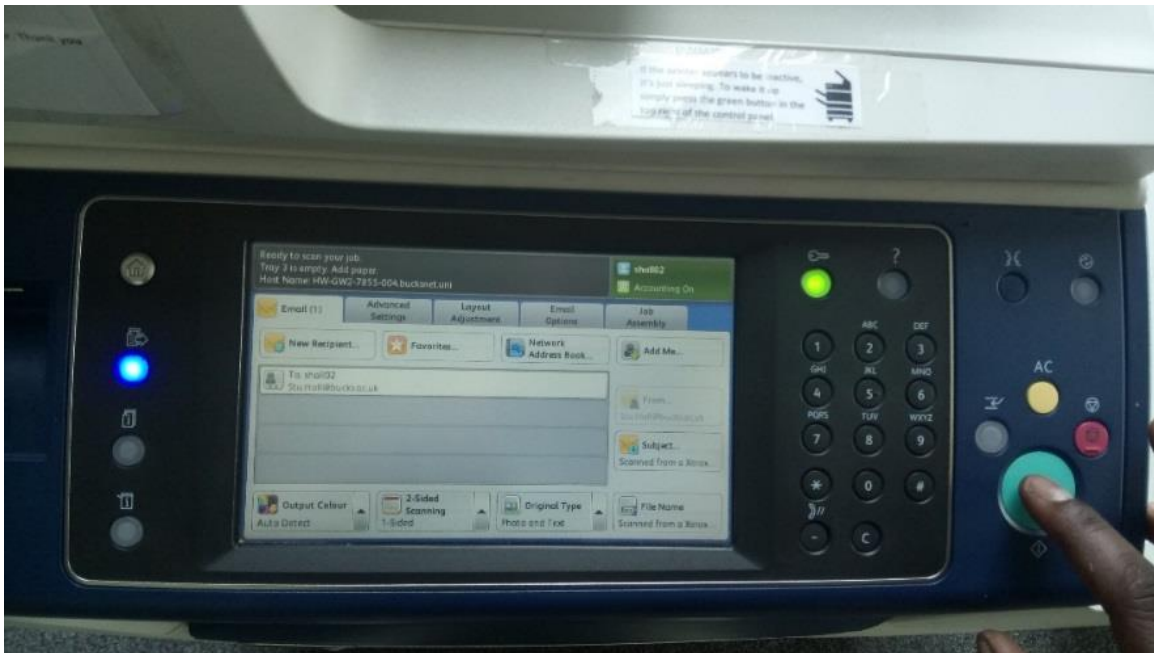
4. And press the green Print button to print the document



You can check your print balance at any time from a campus PC by simply hovering the mouse pointer over the £ sign in the bottom right hand corner of the screen

Step-by-step instructions – Scan and Email

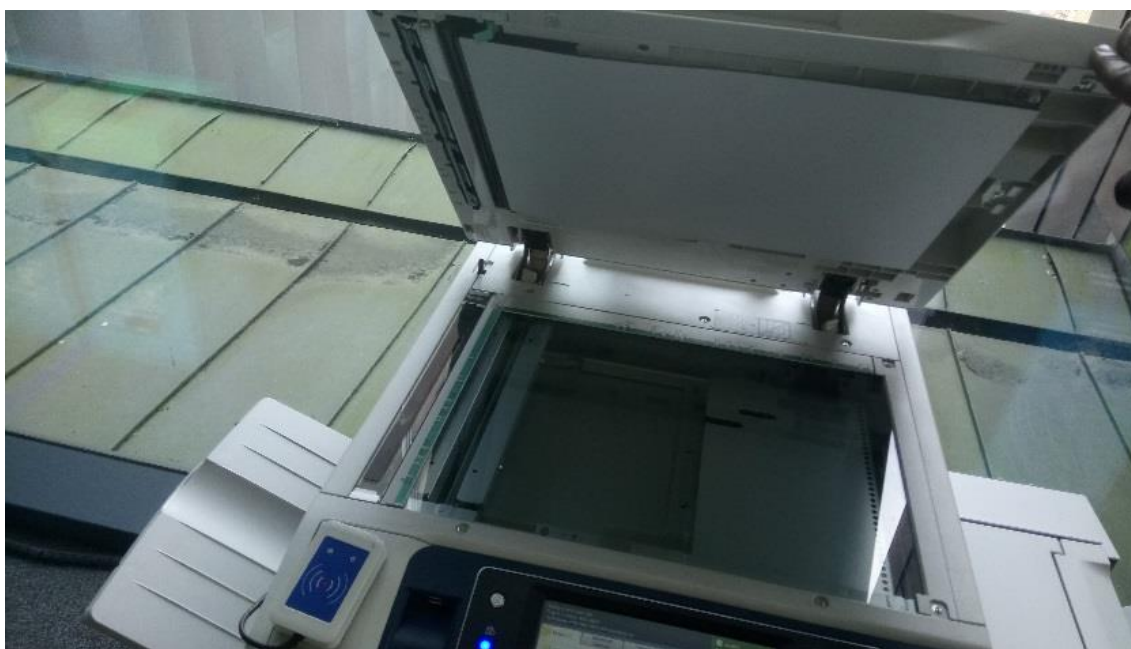
1. Clicking the email option after logging in using your card takes you to this screen



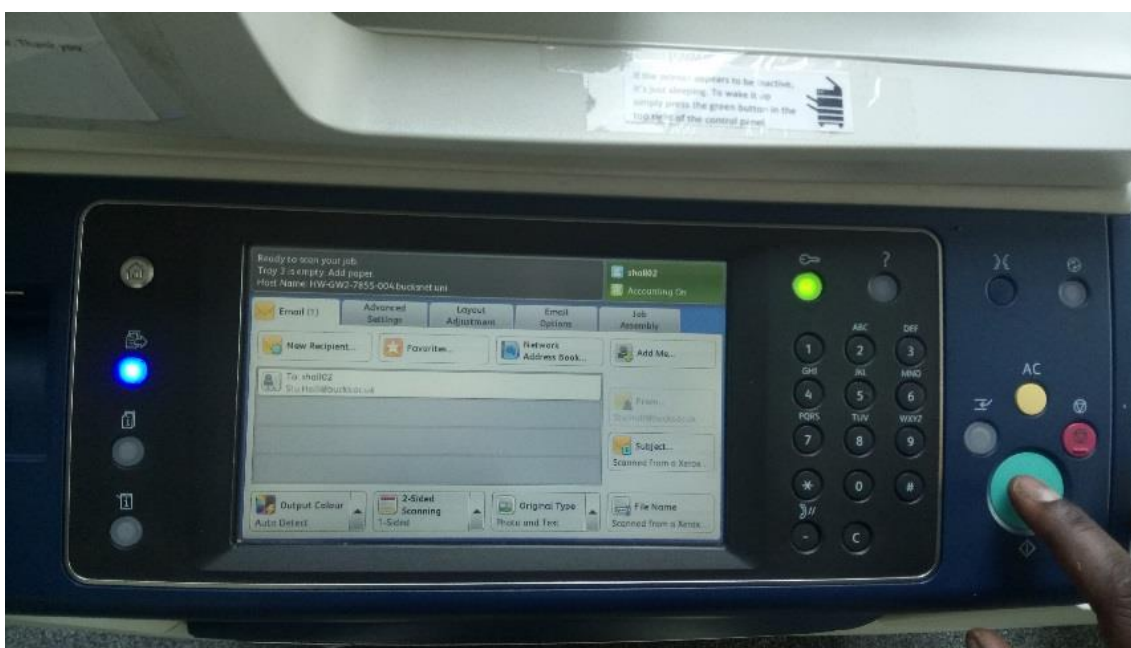
2. Place your documents in the feeder tray



Or scanner



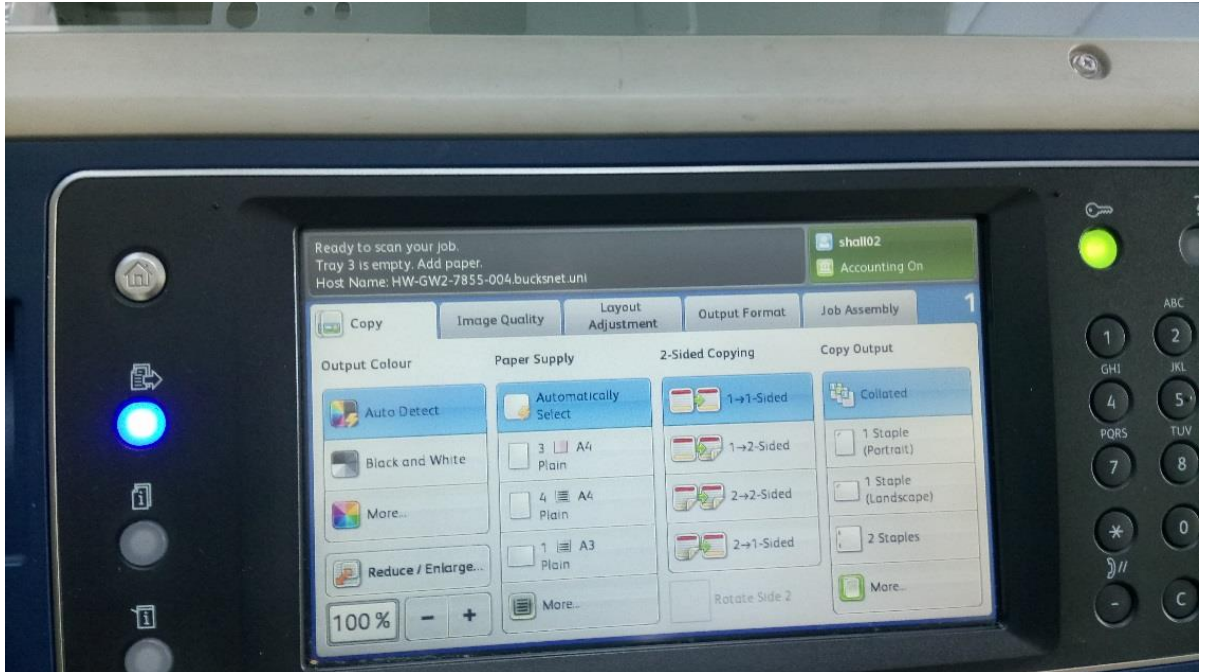
3. Then press the Green button



A message will appear to confirm that it is processing. Once this is done your documents will appear in your email in PDF format

Step-by-step instructions – Copying

1. Selecting the **Copy** button on the main screen will take you to this screen



2. Select and confirm how you want your documents to be copied and use the feeder tray or scanner to start your copying
3. To start just press the green button when you're ready