Printing Quick Reference Information

Pricing (A4 and A3)

- **Black and white - $0.10 (per page)**
- **Colour - $0.20 (per page)**

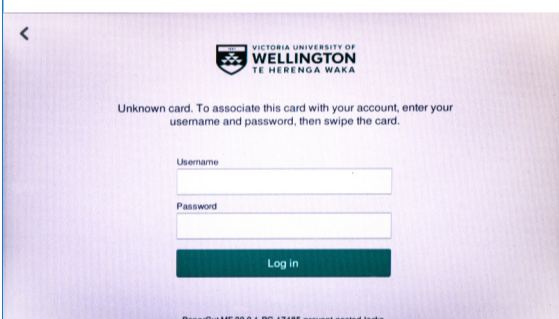## Accessing The Printer

Swipe Card

1) Simply swipe your Student ID card over the card reader attached to the printer **or**

Manually

1) Enter your University username and password using the keypad
2) Select **Log in** on the touch screen

Unknown Card

If your Student ID card is not registered, then you can associate your card following the on-screen prompts.

Printing

1) Log-in using the Swipe Card or Manual method
2) Select **Print All or**

3) Select the **Print Release** button on screen
4) Only select print jobs you want to release
5) Select the **Print** button on screen or the **trash** if you wish to cancel the job.


Copy

1) Load the document you want to scan into the Document Reader on top of the printer or Document Glass

2) Log-in using the Swipe Card or Manual method
3) Select the **Copy** button on screen
4) Select the second **Copy** button that appears on the next screen under your name
5) Select the details of your job, like number of copies, colour, and paper type
6) Press the Green **Start** button on the printer.

Scan

1) Log-in using the Swipe Card or Manual method
2) Select the **Scan** button on screen

3) Choose where you want to scan to Email, Dropbox, Google Drive, or OneDrive
4) Select the features (colour, double sided, etc.) to set from each tab as necessary
5) Select the **Start** button on screen
6) Your student email address will receive an email asking to authorise the scan request; authorisation request will be one-off.
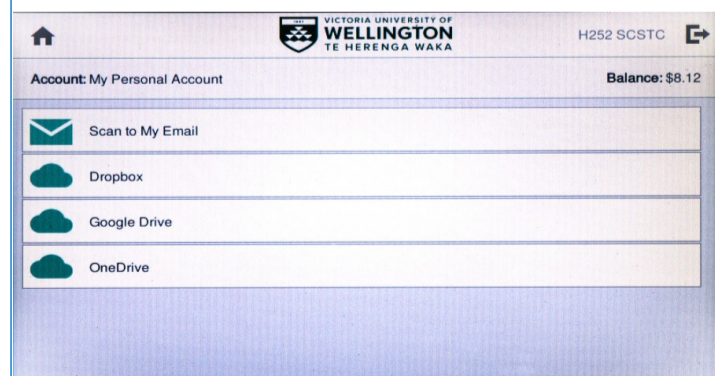
Printing from a university computer?

Print to the **Follow-Me** printer, and go to any printer and swipe your student ID card to release.

Printing from a personal laptop/device?
Go to **https://printing.wgtn.ac.nz** and select **Web Print** from left-hand menu and follow the on-screen prompts.

If you need any assistance, please see staff at the Info Desk, or contact the Service Desk on 5050 or via Webchat.