Guide to Printing for Students

1. Find the value loader machine (located out IT Office and Library)

2. Present your card where indicated
3. Follow the ‘on screen’ instructions when your card number is entered.
4. Add money to your student card – cash or card as indicated in the pictures
5. Check your account balance – then ‘tap’ to finish.

6. Go to the printers area (Library and IT Room) – and present your card at the print release station monitor (as indicated).

7. Present your student card at the ‘print release’ station – your ‘print job’ will be displayed on the screen.
8. Make sure you LOG OUT when your printed material is collected.

End/. 