

Instructions for Library Photocopying & Printing

Dear Student,

As you may be aware, photocopying and printing facilities are available for all students on Main Campus, through the Institute's Library copier/printer/scanner (located just outside the Library & the Resource Room).

This printer can only be accessed through your official ITS Student Card, which must be valid, registered with the IT Department and loaded with photocopying credit (as explained below).

1.0 Collecting Your Card

You should have picked up your official ITS Student Card via the Registrar's Department. If you still don't have a card, you must enquire at the Registrar's at the earliest. The ITS Student Card, not only identifies you as an ITS Student, but indeed is (and will be) also used to access an increasing number of services on campus.

Remember: The ITS Student Card is an official document and remains the property of the Institute. Should you lose, break or damage your card in any way you must report this immediately to the Registrar's Office, who will issue you a replacement (at a cost).

2.0 Loading Credit & Registering Your Card

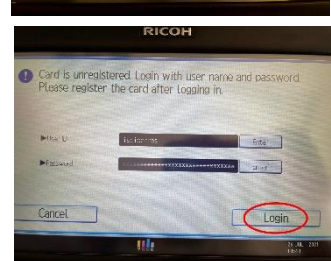
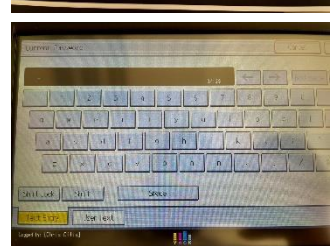
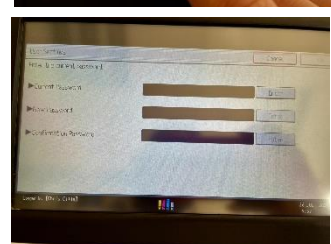
Prior to using your ITS Student Card to access the photocopying services described hereunder, you must load credit on your card and then register your card with the IT Department, as follows:

- i. Credit can be purchased from the Accounts Department on ITS Main Campus. The minimum credit that can be purchased is €5 (which is equivalent to 100 x A4 B&W photocopies, see prices list below).
- ii. Upon purchasing of credit, the Accounts Department will issue you with a proof of payment (receipt). Present this receipt, together with your ITS Student Card to the IT Department, to have your credentials registered. Card registration must be made in person, cannot be carried out without a receipt from the Accounts Department and without presenting your ITS Student Card.

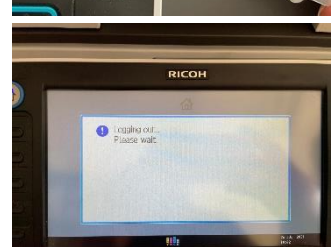
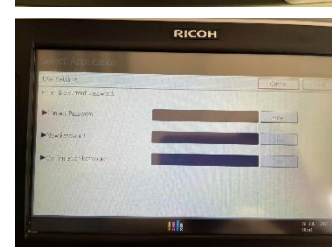
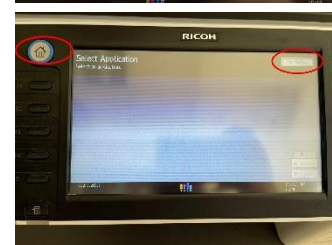
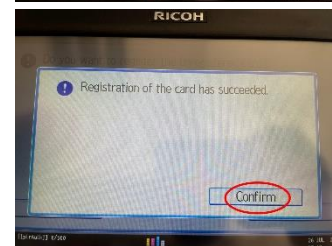
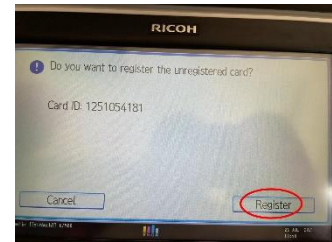
3.0 Using Your Card for the first time

When you register your card with the IT Department, a User-ID & Password will be issued for you, which you can then use to activate your account on the copier/printer itself, as follows:

- a. On the printer locate the card reader.
- b. **Tap your ITS Student Card.** The copier will beep & the main control screen will be displayed.
- c. On the touch-screen, **Press the icon CAP LAUNCHER** by touching it.
- d. The copier will ask you for your User-ID & Password.
- e. To enter your User-ID, **Press the Enter button** next to the User-ID field.
- f. A touch-screen keyboard will appear.
- g. **Type in your User-ID and press OK.**
- h. To enter your password, **touch the Enter button** next to the Password field.
- i. **Type in your password and press OK.**
- j. Once all information has been inserted **Press Login.**



- k. The copier will ask you to register your card.
Press Register.
- l. Once registration of the card has completed,
Press Confirm.
- m. **Press the HOME button** to the left of the screen.
This will take you to the application menu.
- n. Now you need to **CHANGE YOUR PASSWORD.**
- o. **Press CAP LAUNCHER** once more.
- p. Now **press User Settings** at the top right of the screen.
- q. The System will ask you to change your password.
Enter your current password.
- r. **Enter your New password**
- s. **Repeat your NEW password**
- t. **Press OK.**
- u. **Tap your card on the card reader** to Log Out.
- v. Remember: You **must** log in (tap in) AND log out (tap out) every time you use the copier.



4.0 Topping-Up your credit

You can top up your photocopying credit at the Accounts Department. A receipt will be issued to you which you must present to the IT Department along with your card. The IT Department will then set up your renewed credit, which will be available immediately the next time you tap-in with your card on the photocopier.

Top-Up Possibilities

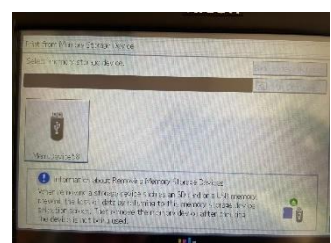
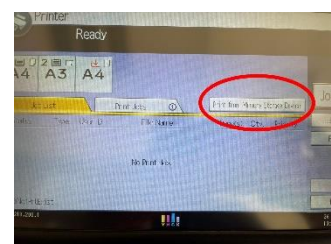
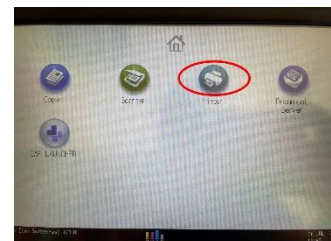
Card Top-Up Options	
€5	100 Printing/Copy Credits
€10	200 Printing/Copy Credits
Cost of Photocopies / Print	
A4 B&W	1 credit
A4 Colour	3 credits
A3 Black & White	4 credits
A3 Colour	6 credits

5.0 Printing

The printer can only print pdf files from a USB stick. When you want to print a document from the resource room:

- Save/Convert your print documents to pdf
- Send your email to the library custodian / library official in the resource room, who will copy your files onto a USB stick which you can then use with the printer.

- c. At the printer you need to:
- i. If the screen is off, press the sleep button.
 - ii. Tap your card on the card reader to access the printing services.
 - iii. Insert the USB stick in the printer.
 - iv. Press the Printer icon on the screen
 - v. Press the Print from Memory Storage tab and press the Mem. Device Icon



- vi. Choose your document from the list of files on the USB Stick.
- vii. Press the Detailed Settings button and choose your desired print settings and press OK
- viii. Press the Start Printing Button
- ix. Press the Home button and tap your card to log out from the machine.
- x. Printing costs are the same as photocopies.

