

Getting started – Printing services@RBSC Library

How do I pay for printing/photocopying/scanning?

Purchase a voucher for copy credit from the **Finance office** before school, at recess or lunch. \$2, \$5 and \$10 vouchers are available.

Follow the instructions on the [Printing@RBSC](#) document to redeem voucher online. Redeem asap, lost vouchers cannot be reissued and expire.

Once credit is applied to your Papercut account, balances are valid until your schooling is complete. Remember to **top up BEFORE** balance gets to zero.

Photocopying must be paid for in cash to Library staff. Prices as outlined in printing [How To Guides](#). Ask for assistance.

Scanning to student email is free.

- Press Email
- Go to Address book / enter your email address. (If previously entered search for your name and select).
- Place sheet on photocopier glass / use feeder if documents are NOT creased or stapled
- Press start

Express printing

Workstations 13 and 15 only. Print and Go. 5 minute time limit.

Can I print from my BYOD device?

Yes! Use Papercut's [Web print](#) instructions. Files **MUST be saved in PDF format** for web printing.

Save Papercut login page as a favourite.

Can I borrow a laptop computer?

The Library does not offer a service to loan laptop or tablet computers. As a BYOD school it is expected you would BYOD and wifi access is available in the senior study and throughout library.

The library's bank of laptops is for timetabled class use only within the library.

Need more help?

Ask the Library Assistants. Ms Gallagher (Mon-Fri), Ms Korakis (Mon, Wed) and Ms Lerantges (Thurs, Fri) for help or speak with the Teacher Librarian Ms Efthimiou.

Email Katherine.efthimiou@det.nsw.edu.au