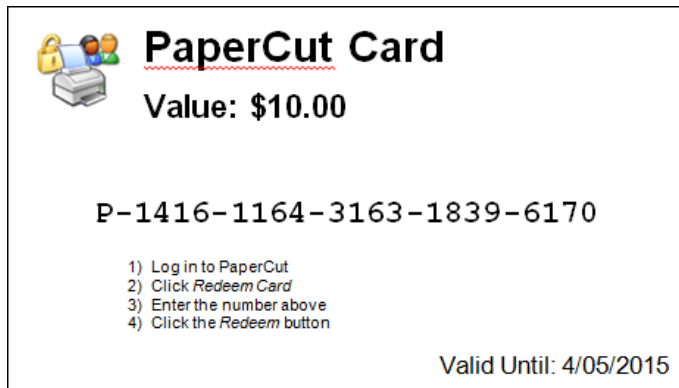


## Student Desktop Printing @ RBSC Library

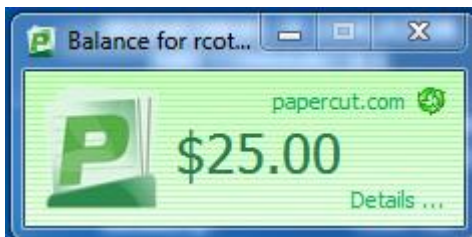
This QUICK GUIDE is available at [rbsclibrary.com](http://www.rbsclibrary.com)

<http://www.rbsclibrary.com/quick-guides.html>

1. You must have available credit before you can print. Credit may be purchased from the Finance Office before school, at recess or lunchtime in the form of \$2, \$5, \$10 or \$20 **Cards**.

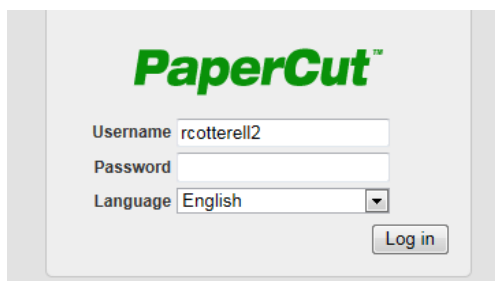


2. To check your credit, refer to the **PaperCut Popup** located on your desktop.

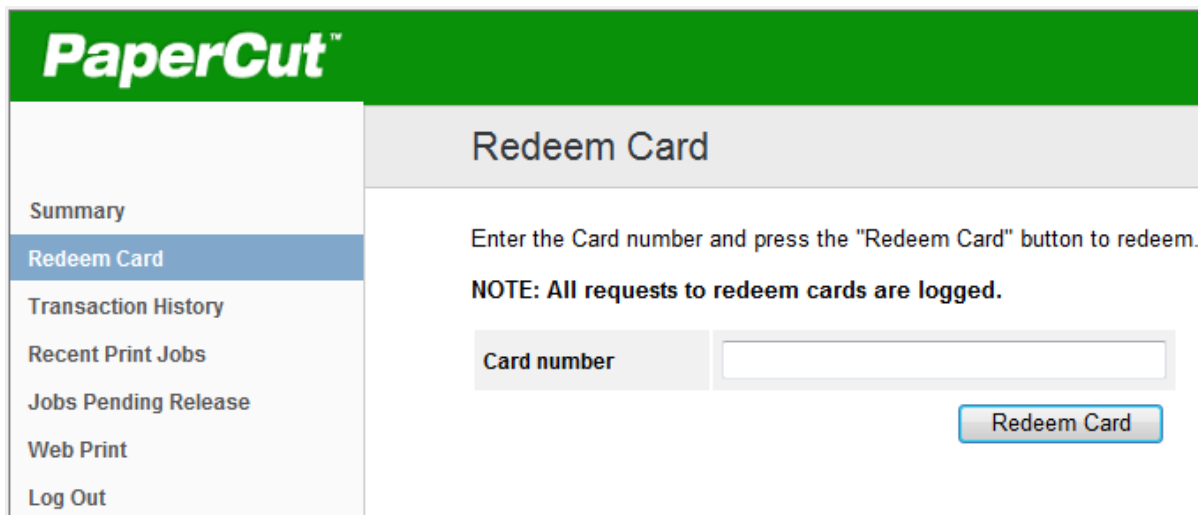


If you have closed or cannot find the popup on the desktop, launch from the task bar. **Look for the green P symbol.**

3. To add credit (from a pre-purchased card), click on **Details** in the *PaperCut Popup*. Login to your profile using your internet/portal username and password.



4. Choose **Redeem Card** from the left menu. Enter your number **as it appears on the card** and then click the *Redeem Card* button.  
Include **P and all dashes** E.g. P-1416-1164-3163



5. Open program you wish to print from, choose **File – Print**.
6. **NOTE: To print from Google Drive, choose File - Download as - PDF Document**
7. To print in black&white, choose the printer **BR9025-B&W Library-ApeosPort-VC4476**.  
To print in colour, choose the printer **BR9025-Colour Library-ApeosPort-VC4476**.

In *Print Settings* enter the **pages** you wish to print e.g. 1-3, 7 and number of copies. Check portrait or landscape orientation, single or double-sided and other settings.

NB: If you select **Print All Pages** and you have blank pages at end of range you will be charged for them.

8. Click on **Print** and your job will be sent to the printer/copier.
  9. Ensure you log off computer.
- Top up your printing account when balance gets low.
  - Payments can be made at the Finance Office before school at recess or lunchtime **ONLY**.
  - Credit is non-refundable.
  - See Technology Team for any Papercut account queries or printing issues.

#### PRINT PRICING

##### Black & White

A4 single sided 10c  
A4 double sided 20c  
A3 single sided 20c  
A3 double sided 40c

##### Colour

A4 single sided \$1.00  
A4 double sided \$2.00  
A3 single sided \$2.00  
A3 double sided \$4.00