Student Desktop Printing @ RBSC Library
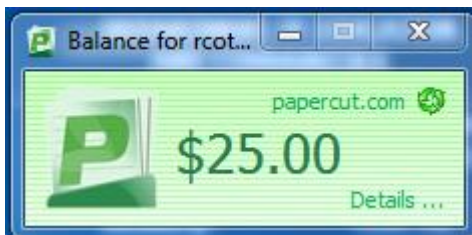
This QUICK GUIDE is available at rbsclibrary.com

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*.
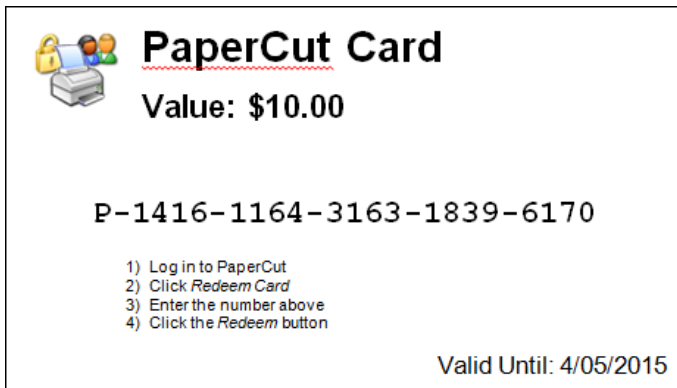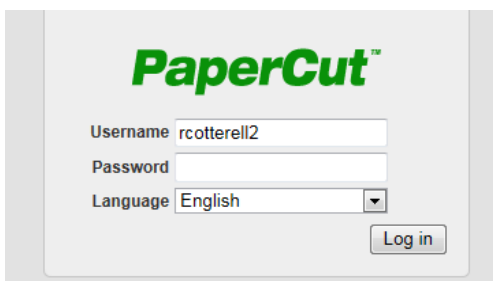

2. To check your credit, refer to the *PaperCut Popup* located on your desktop.


   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
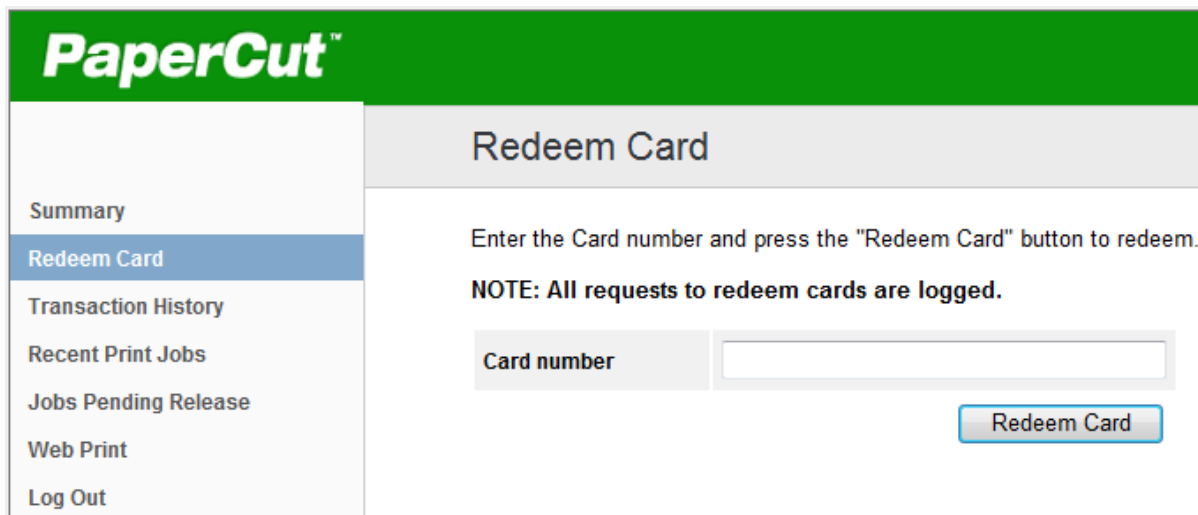
5. Open program you wish to print from, choose **File – Print.**
6. **NOTE: To print from Google Drive, choose File - Download as - PDF Document**

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	Colour
A4 single sided 10c	A4 single sided $1.00
A4 double sided 20c	A4 double sided $2.00
A3 single sided 20c	A3 single sided $2.00
A3 double sided 40c	A3 double sided $4.00