

Printing at CQUni with PaperCut

Register your keyfob or access card

To access the printer, you can sign in with your username & password or you can register an access swipe card/travel card or keyfob (available from the library information desk). To register:

1. Place your keyfob or card near the reader fitted to the front of the device.



2. "Unknown card. Do you wish to associate this card with your user account?" will be displayed. Select **Yes**.

4. Type in your username and password. Select **Shift** for uppercase and symbols.
5. Touch the **Set** option, then press **OK** and swipe your card or keyfob to log in.

Press the **Access** button on the keypad to log out.

For more information and help visit the Library Information Desk or contact TaSAC on 1300 666 620.

Photocopy

1. Log in or place your keyfob or card near the reader fitted to the front of the device.
2. Touch **Device Functions**. Then touch **Copy**.
3. Choose your preferred settings then press **Start**.

Release your print jobs

1. Log in or place your keyfob or card near the reader fitted to the front of the device.
2. Touch the **Release** (on-screen) button if the job list does not automatically show.
3. Select the document you would like to print or **Select All**.
4. Touch the blue **Start** button to print your job.
5. To delete a print job, select the document and touch **Delete** (on-screen).

Scan a document to an email address

1. Log in or place your keyfob or card near the reader fitted to the front of the device.
2. Press the **Scan/Fax** button on the screen.
3. Select 1 or 2 sided depending on your document.
4. Press the **Email Me** button (the default is your CQUni email address).
5. Place your document in the loading tray on top of the printer with the *first page facing upwards*.
6. Press the blue **Start** button. Your file will be scanned and emailed to you.

Good to know:

- Your username is your student number and the password you use for all other CQUni applications.
- If you do not have a keyfob or swipe card you can still log in by manually typing in your username and password.
- Printing from your own device is not yet available.

Adding print credit

You can add credit to your print account with a debit or credit card.

1. Log into a CQUni student computer.
2. A popup balance window will appear in the top right corner of the screen. Select **Details...** and log in with your student number and password.
3. Select **Add Credit** and follow the on-screen instructions.

Black & White Cost

- A4 single sided - \$0.06 per page
- A4 double sided - \$0.10 per 2 pages
- A3 single sided - \$0.12 per page
- A3 double sided - \$0.20 per 2 pages

Colour Cost

- A4 single sided - \$0.36 per page
- A4 double sided - \$0.60 per 2 pages
- A3 single sided - \$0.72 per page
- A3 double sided - \$1.20 per 2 pages

