

# How to print

## 1. Student ID Card

You will need your Student ID card to access printing services.

## 2. Register for printing

Register your Student ID card for printing by swiping it at the Konica printer. Here you will find step by step instructions and staff to show you how.

## 3. Printing costs (single-side)

Consider cost when designing your document and before printing it.

**B&W**     **A4 = 5p**   **A3 = 25p**

**Colour**   **A4 = 15p**   **A3 = 40p**

## 4. Choose your print settings

The print system is called '**Print2Collect**'.

Printing defaults to **double-sided** and **grayscale**

To change this select the '**Print2Collect**' printer.

Click on **Printer Properties** and change to single sided or colour as required.

## 5. Before you click print

Preview your document on screen to make sure it is how you want it.

Enter the number of copies required

You must have enough credit on your account to cover the cost of all the pages in your document.

## 6. Print2Collect

Once you have printed your document you can collect it from any Konica MFD printer/copier within 5 working days.

Scan your student ID card at the printer then release your printing.

## 7. Top up your print credit with **PaperCut**

You can pay for your print credit at the LRC reception with your student ID card.

