

Guide to Printing & Copying

Check your ID card is activated for printing before attempting to print

How check your card is activated

1. Obtain your new Student I.D. card from Student Central
2. Add credit to your card using the Monitor Kiosk (see how to add credit below)
3. Test your student ID card is 'activated' for printing and copying by swiping your card on a Konica Minolta 'Multi-Function Device' (MFD*)

There are Konica MFDs* for student use at every campus, in most departments, Unitec libraries, and the Mt Albert Campus Hub

Please note: You need to add credit before testing your card.

When you swipe your card at the MFD* it should say 'connecting to server' then it should log you into the copy screen. If this does not happen or the MFD says 'Invalid User', please take your student I.D. card to:

- **Mt. Albert Campus Copy Centre** in B117 and B001
- **Waitakere Campus Copy Centre** in B510 – Rm 1039



Multi-Function Device - MFD



How to add credit to your I.D. Card

Student I.D. cards can be credited using **cash** or **Eftpos** by staff at either of the two Copy Centres (Mt Albert or Waitakere). You can also add credit to your I.D. card by using one of the Monitor autoloader kiosks located around campus (pictured).

Monitor autoloader kiosks can be found at these locations:

Mt Albert Campus

Building 1 Library (B001)
Mt Albert Copy Centre (B117)
Unitec Hub Library (B110)
Hub Learning Commons (B180)
Postgraduate Centre (B55)

Student Commons (B115 Level 3)

Waitakere

Library (B520-3007)

Monitor autoloader kiosk

Charging

The costs for student printing/copying are as follows:

- A4 B/W – 10c per page
- A3 B/W – 20c per page
- A4 Colour – 80c per page
- A3 Colour – \$1.60c per page

*MFD – Multi-Functional Device

Unitec Copy Centre offers a wide range of specialist printing & copying services. See <http://www.unitec.ac.nz/current-students/services-and-facilities/copy-centre>

How to Print, Copy and Scan



COPYING

Touch Copy, Scan, Fax button.

Swipe your card at a MFD*. The copy screen will appear.

Make sure you press '**Log off**' (or '**Access**') when you have finished copying to prevent others using your account.

PRINTING to a MFD* (Printer)

When you print a document from a computer to a MFD* your job gets stored in a network 'printing queue' (P-KM-C280...)
(NOTE: This may not be your default printer)

To release your job from the queue:

Go to the MFD*

- Touch **Print**
- Swipe your card to log in.
- Select your print jobs.
- Press the start button to release them.
- When your job is printed, log off.



PRINTING to Printer Release stations

When you print a document from a computer to a Print Release Station your job gets stored in a network 'printing queue' usually containing an HP printer number.
(NOTE: This may not be your default printer)

To release your job from the queue:

- Swipe your card to log in. You will see a list of documents waiting to print on screen.
- **Select** your documents
- Press **Print** (or 'Print All')
- When your job is printed, log off.



SCANNING from a MFD*

Scanning is available from MFDs*. Please see instructions near the machine.

Problems?

If you are having any problems please contact Unitec staff in the area, or contact the **Mt Albert Campus Copy Centre** (B117):

(09) 815-4315 or konica@unitec.ac.nz

*MFD – Multi-Functional Device