

Printing, Scanning and Copying costs



How to use the printers for the first time

Register your card at the device

Before you can start using the new printer, ensure you have a magnetic stripe on the reverse side of your ID Card.

You then need to register your ID:

- **Swipe your card**
- **Enter your PC username and password. Please note that this is case sensitive. To select upper case select the “Caps” Key**
- **Press Login**

You will only need to do this the first time, after that you can use your swipe card to login. (If you forget your card you can manually log in using you user name and password).

Printing costs

You will be given £2.00 of print credits at the beginning of term.

You can buy print credits, minimum £1 from the Library, Andover Study Centres and Reprographics

Safe money by:



- ✓ Proof reading and spell checking your work before you send it to print
- ✓ Using Reprographics, especially if you are printing in colour
- ✓ Remember you need to budget your print credits so that you have enough to print your work for all your courses.

Black and White print charges					Colour print charges				
Paper size	REPRO A4	A3	PRINTERS A4	A3	Paper size	REPRO A4	A3	PRINTERS A4	A3
Single sided	4p	5p	5p	6p	Single sided	15p	16p	16p	17p
Double sided	7p	9p	9p	11p	Double sided	29p	31p	31p	33p

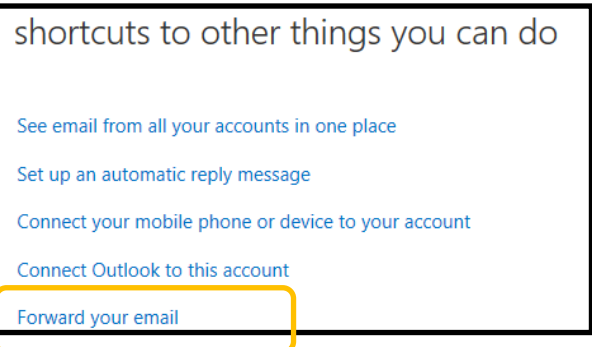
How to push your college emails to your personal email inbox

Log into Moodle and click on the e-mail icon.

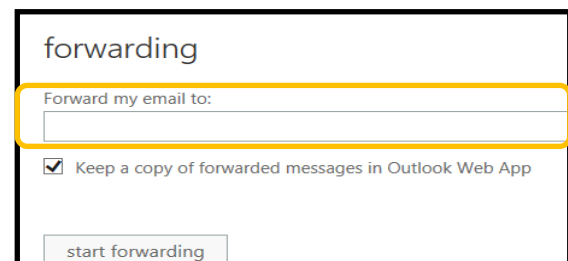
Click on the Settings icon  - (top right of screen) and select Options.

Now select Organise emails.

Click on Forward your email.



Type in your personal email address in the Forward my email to box.



You can also push your college emails to your phone by clicking on "Add an account".

