

[Knowledgebase](#) > [Library](#) > [Library services](#) > [Where are the printers located? What is the cost of printing and how do I top up my credit?](#)

Where are the printers located? What is the cost of printing and how do I top up my credit?

Rachel Rees - 2026-02-17 - [Library services](#)

There are printers available throughout the campuses.

Each computer lab has a printer, and the Libraries have printers/photocopiers/scanners.

Cost of printing

A4 black & white = 10c

A3 black & white = 20c

A4 colour = 40c

A3 colour = 80c

Scanning is free and can be sent to one or more email addresses

How to top up credit

You can top up your Papercut account with coins in the Fishbowl Computer Cafe or via debit card in the Library Learning Centre, M Block Nelson Campus, or at A Block reception in Nelson or Marlborough Campus.

If you want to top up remotely, the Enrolments Team can accept payment by debit card over the phone. Please contact them on 03 54 69175 during business hours.

Further printing/photocopying services

Spiral binding - \$2

Laminating - A4 \$2 | A3 \$4

Card printing - quote on request

Visit the FujiFilm Printroom in T Block, Nelson Campus, open 8:30 am - 12:30 pm daily

Print costs are deducted from your Papercut printer/photocopying balance, so make sure this is topped up first.

Important

When you print, ensure you have selected a nearby printer. If you choose secure print, you can release the print job at any printer by signing in to the printer or tapping the printer with your previously linked ID card.

If, for any reason, you think you have been charged in error, please contact the Library Helpdesk or call 03 539 5068.

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