

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

Rachel Rees - 2024-02-20 - 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

### Cost of scanning

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

### How to top up credit

You can top up your account with cash 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 receive payment over the phone by debit card. Please contact them on 03 546 3610 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, please ensure you have selected a nearby printer. If you choose secure print, you can release the print job at any printer. If for any reason you think you have been charged in error, please contact the Library Helpdesk or call 03 539 5068.