

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

There are printers available throughout the campuses. Each computer lab has a printer and, in some cases, they have photocopiers and scanners too, e.g. in the Library.

### **Cost of printing**

- A4 black & white = 10c
- A3 black & white = 20c
- A4 colour = 60c
- A3 colour = \$1.20c

### **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 in the Library Learning Centre (M Block), either with cash or debit card.

If you want to top-up remotely, Enrolments desk can take payments over the phone by debit card. You can call them on [03 546 3610](tel:035463610) during business hours.

### **Further printing/photocopying services**

e.g.

- Spiral binding
- Laminating
- Card printing

Visit the Fuji/Xerox Printroom in T Block, Nelson Campus.

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

### **Important**

You should check under 'Printers' that the printer selected is one accessible to you nearby. You will not receive credit if you print to a different printer by mistake.

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