Student Printing

How to print your work

When sending your document you must choose one of the following print queues:

**Student_Mono_Print** - for Black and White

**Student_Colour_Print** - for Colour

Please note that as colour printing is more expensive than Black and White, it is recommended that you only print in colour where necessary.

If you send a whole document to the colour print queue and then release the print job you will be charged 40p for each page printed, even if many of the pages are just plain black and white text. Please ask at the help desk if you are unsure.
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To print only certain pages of a document in colour follow the steps below;

1. Go to File and Print.
2. Under Settings, select Print Custom Range.
3. In the Pages box enter the numbers of the pages you wish to print.

To print several pages enter the page numbers separated by commas. For example to print pages 1 and 5 enter 1,5.

To print a number of consecutive pages enter the first and last page numbers separated by a hyphen. For example to print pages 9 to 11, enter 9-11 in the Pages box.

Click on Print to send your job to the printer.
Loading Credit onto your print account

Before you can collect print jobs from a printer, you will need to **add credit** to your Printing Account.

**Online**

Type the following into your internet browser address bar:

```
  go.lsbu.ac.uk/printcredit
```

Please note: this won’t work in a search engine, only in the address bar.

You can see your Print Credit balance. To add more **Click Top-up Online**.

You can also Top-up via **My LSBU > My Profile > Payments**

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**At our help desks**

Visit one of our help desks and staff will add the credit to your printing account.

Student IT Support help desk, 1 West, Perry Library

Library Services help desk, 1 East, Perry Library

**Please note:** we only take credit or debit cards, no cash!

If you require help with adding credit to your Printing account, please see the staff at the Student IT Support Helpdesk on 1 West or Library Help desk on 1 East.
Collecting your Print job from a Printer

1) Touch your ID card on the pad.

Whenever you are using a new or replacement ID card you will need to register your card. To do this select Yes when you get the Unknown card message. Then select Username and then Password to enter your details. After you have done this once, touching your card on the pad will log you in directly.

Once you have entered your username and password press OK to continue.
2) Once logged in your documents will be displayed.

3) Select the document you wish to print.

Once you have selected a document, you can see information about the print job including cost and number of pages. By checking these details first, you can save the cost and inconvenience of printing errors. If you have made a mistake you can delete the job.

4) To print, select the relevant job and then press Print. If you want to print multiple jobs press Print All.

5) A confirmation window to say the job has been queued for printing will appear. Select OK to continue.

6) When you have finished printing, always make sure you log out. Press the Logout button on the screen to log out. The login screen will appear again.

For further information and support contact:
Tel: 020 7815 6678
Email: llr-it-helpdesk@lsbu.ac.uk
Visit: Student IT Support, 1 West, Perry Library.

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