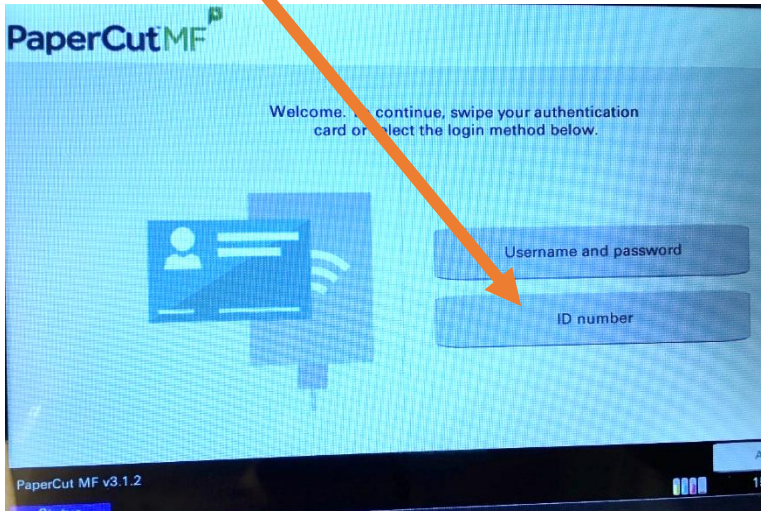


Printing at School

- You can walk up to any of the following printers and use the touchscreen to log in using either your Printing ID number or your Username and password (**using the ID number is a LOT quicker!**):



Printers are:
 ICT corridor (next to Textiles)
 Learning Hub
 Science block

Every page you print costs money **and trees!** You have been assigned credit on your account. When this reaches zero, you will not be able to print anything or copy anything.

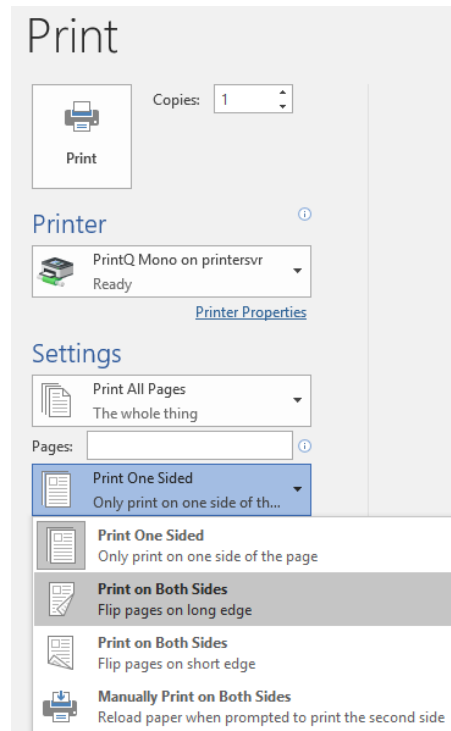
- The charges for printing and copying are:
Black and white – 1.1p per A4 page
Colour – 5p per A4 page

A page means one side of a sheet of paper.

A3 (twice the size of A4) will cost an **additional** 1p per page (black and white or colour).

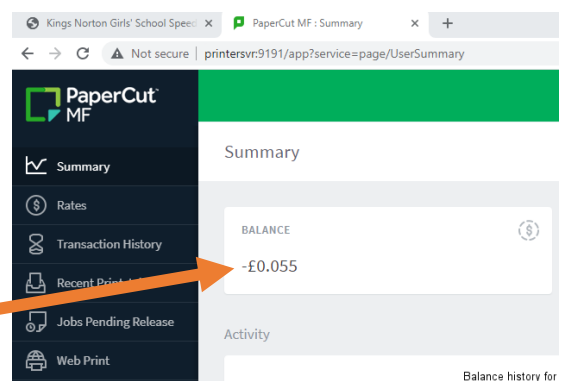
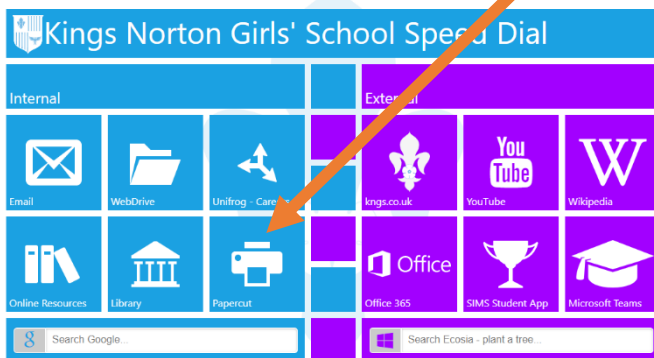
Remember the following to make best use of your credit:

- Use PrintQ Mono by default. Don't send printing to PrintQ Colour **unless** you want colour! Even black and white documents will be charged 5p per page if sent to the colour queue!
- If you can print things double-sided – do it – use both sides of the sheet. It's slightly cheaper (you get a 10% discount!) and *it saves paper and trees*. In Word and PowerPoint this looks like



You've also been sent an email with your ID number – from "Follow Me" with the subject "Printing ID Number – Reminder"

Check your credit to see how much you have left by clicking on Papercut (the software which manages our printing) through Speed Dial on any browser in school:



Use your username and password to log in - your balance will be shown at the top of the screen: