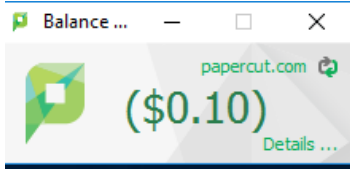


Printing Challenges?

If you can't print, please check these issues before asking for assistance.

1. Do you have this icon in the top right hand of your screen?



2. If not, please see the Library Staff, as you do not yet have a PaperCut account to allow you to print.
3. If you do have this icon, and it shows less than 10 cents in credit, you will not have enough credit to print or photocopy.
4. If you send a print job which costs more than you have in credit, it will not print any of the job.

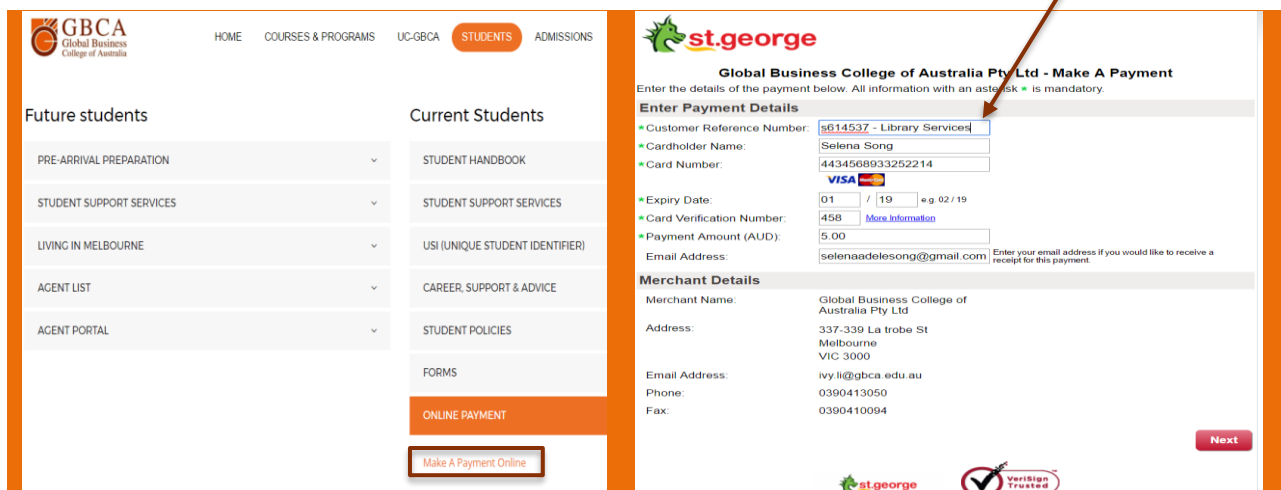
Printing / photocopying costs

Size	Colour one side	Black & white one side	Two-sided colour	Two-sided black & white
A4	25 cents	10 cents	19 cents a side	9 cents a side
A3	25 cents	10 cents	19 cents a side	9 cents a side
Other	25 cents	10 cents	19 cents a side	9 cents a side

Adding Credit to your PaperCut Printing/Photocopying Account

As a new GBCA student, you received \$2 credit in your PaperCut printing/photocopying account. When you need more credit to print or photocopy, or to pay any Library fees, please ask the Library staff.

You can deposit the required amount to your PaperCut account in the Library by cash, or credit card via the Online Payment option on the GBCA website <http://gbca.edu.au/students/>. In the Customer Reference Number field use your student number and "Library Services" eg. u3128767 Library Services.



You will need to provide a copy of the receipt to show your online payment, or do the payment with the Library staff. You will be issued with a PaperCut receipt by the Library Staff, which includes your current balance. To see your printing history and payments, please ask the Library staff member.