

PRINTING AT CARNEGIE COLLEGE

Carnegie
COLLEGE



WHY?

To increase our sustainability the College charges all students for their printing to encourage the responsible and efficient use of resources.

HOW?

You need to open an account here:

<http://bit.ly/printcarnegie>

Step One: fill in your details, provide an email address and create a password.

Step Two: complete the Organisation Details, the Network user name is your Student ID number and the Network password is the password that you use to access the College's computers.

Once you have completed this sign up you will log in using the email address and password you created in the first step.



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HOW MUCH WILL IT COST?

At the start of the Academic Year each student will be allocated £1.00 print credit. You can top up your funds through your secure online account using a credit/debit card. Minimum top up is £5 (plus a 10p transaction fee).

Only if you do not have a credit/debit card you may pay cash at the Finance office, however it may take up to 24 hours to add the print credit to your account.

Click on the £ sign at the bottom of your screen to check your balance or log into your WebPay Account.

HELP, I MADE A MISTAKE!

Although we cannot offer refunds for errors or accidental prints, refunds will be considered for problems caused by printer errors, e.g. No ink left, paper jams etc. Simply complete a Print Reclaim Form and hand in at the library with any evidence of ruined prints. You cannot be refunded for any unused credit.

TIPS FOR REDUCING THE AMOUNT YOU PRINT

- Use spell checker and print preview to check how your document looks
- Print double-sided
- Try to avoid printing emails or webpage's
- Watch these videos on how to print less

[**http://bit.ly/print2pages1sheet**](http://bit.ly/print2pages1sheet)

[**http://bit.ly/printdoublesided**](http://bit.ly/printdoublesided)

[**http://bit.ly/printawebpage**](http://bit.ly/printawebpage)

I NEED MORE DETAILED INFORMATION

Access the student intranet and check out the 'Learner Guide: Printing at Carnegie College'