



# IT Self Help

## Guides and Program Installers

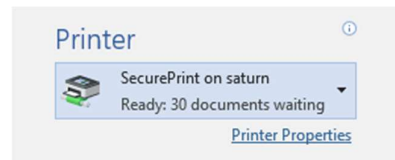
### STUDENT PRINTING

STUDENTS AT TRINITY COLLEGE HAVE \$10 OF PRINTING CREDIT PER TERM.

TO PRINT YOU REQUIRE TO HAVE THE PHOTOCOPIERS INSTALLED ON YOUR DEVICE (SECURE PRINT) AND YOUR STUDENT ID CARD

STEP 1 – MAKE SURE YOU HAVE SECURE PRINT INSTALLED ON YOUR DEVICE.

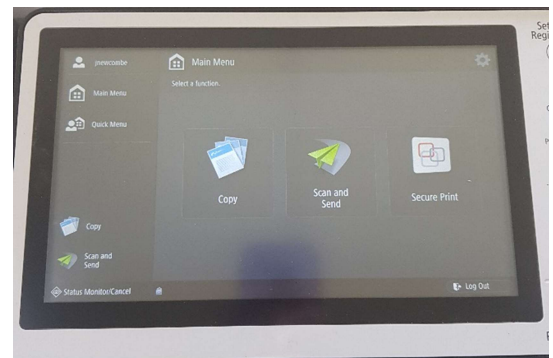
STEP 2 – SELECT SECURE PRINT WHEN ATTEMPTING TO PRINT DOCUMENT.



STEP 3 – PHOTOCOPIERS ARE IN EVERY BUILDING, PLEASE PLACE YOUR STUDENT ID CARD ON THE PHOTOCOPIER CARD READER. THIS WILL LOG YOU INTO THE PHOTOCOPIER.

YOU WILL BE PRESENTED WITH 3 OPTIONS.

1. **COPY.** USING THIS OPTION, YOU WILL BE ABLE TO SCAN DOCUMENTS AND CREATE MULTIPLE COPIES.
2. **SCAN AND SEND.** USING THIS OPTION, YOU WILL BE ABLE TO SCAN DOCUMENTS AND SEND A COPY AS A PDF VIA EMAIL.
3. **SECURE PRINT.** USING THIS OPTION, YOU WILL BE ABLE TO SEE ALL DOCUMENTS THAT YOU HAVE SENT TO THE PHOTOCOPIER. TO PRINT YOUR DOCUMENT, SELECT THE FILE SHOWN ON THE SCREEN AND SELECT THE 'PRINT+DELETE'. YOUR DOCUMENT WILL NOW PRINT.



STUDENTS ARE ALSO ALLOWED TO PRINT COLOR AT A HIGHER COST.

IF YOU WISH TO PRINT YOUR DOCUMENT IN COLOR SELECT THE PRINT JOB THEN OPTIONS.

UNDER COLOR CHANGE FROM B/W PAGE TO COLOR PAGE THEN CLICK PRINT + DELETE.

IF YOU DO NOT HAVE SECURE PRINT INSTALLED ON YOUR DEVICE. VISIT THE IT SELF HELP LINK LOCATED ON SIMON AND RUN THE "INSTALL PHOTOCOPIERS" INSTALLER

IF YOU REQUIRE ANY FURTHER ASSISTANCE, PLEASE SEE THE ICT DEPARTMENT LOCATED IN THE RESOURCE CENTRE.

\*AFTER EVERY USE, REMEMBER TO CLICK THE LOGOUT BUTTON AT THE BOTTOM RIGHT OF THE SCREEN. \*