

PRINTING AT KING'S INNS



TOP-UP YOUR PRINTING ACCOUNT

Before you can use the printing services, you must add credit to your printing account.

There are two ways of doing so:

- 1) You can top-up with cash—coins and notes—at King's Inns, using the Cash Loader machine in the reception area of the library building.
- 2) You can top-up using a debit/credit card by contacting a member of the library or reception team.

1. Topping-up with cash at King's Inns

There is a "Cash Loader" in the reception area of the Library Building (at the stairs). It is a white metal box with the words "Cash Loader" on it.

Topping up your account is simple. There is a computer beside the Cash Loader. The screen is green and reads: "Value Loader".

Log onto the computer by typing in your—Moodle—username and password.

OR—If you have already 'associated' your student card, you can log on by swiping your student card against the card reader at the PC. For info on 'associating' your card, skip down to page 10 of this guide.

Once logged on, top up with coins or notes.

NOTE: the Cash Loaders DO NOT give change.

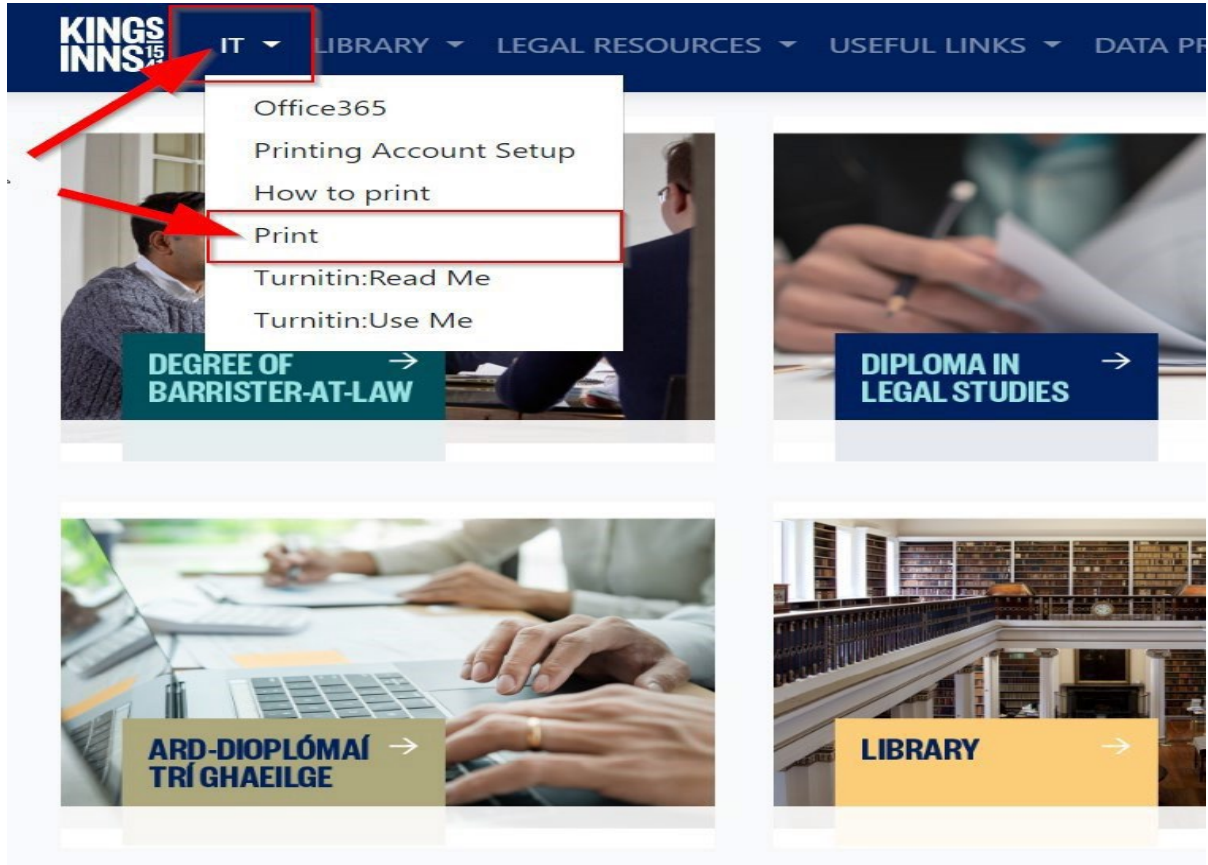
2. Topping-up with a debit/credit card at King's Inns

You can top-up using a debit/credit card by contacting a member of the library or reception team.

PRINT

To print:

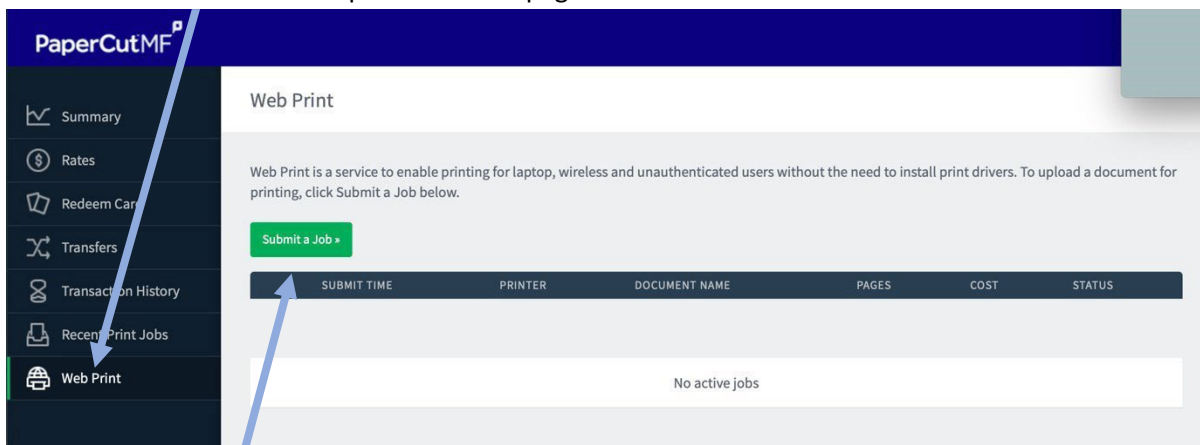
1. Log on to Moodle at: **online.kingsinns.ie**
2. Click on **IT**, then click on **Print** from the drop-down list



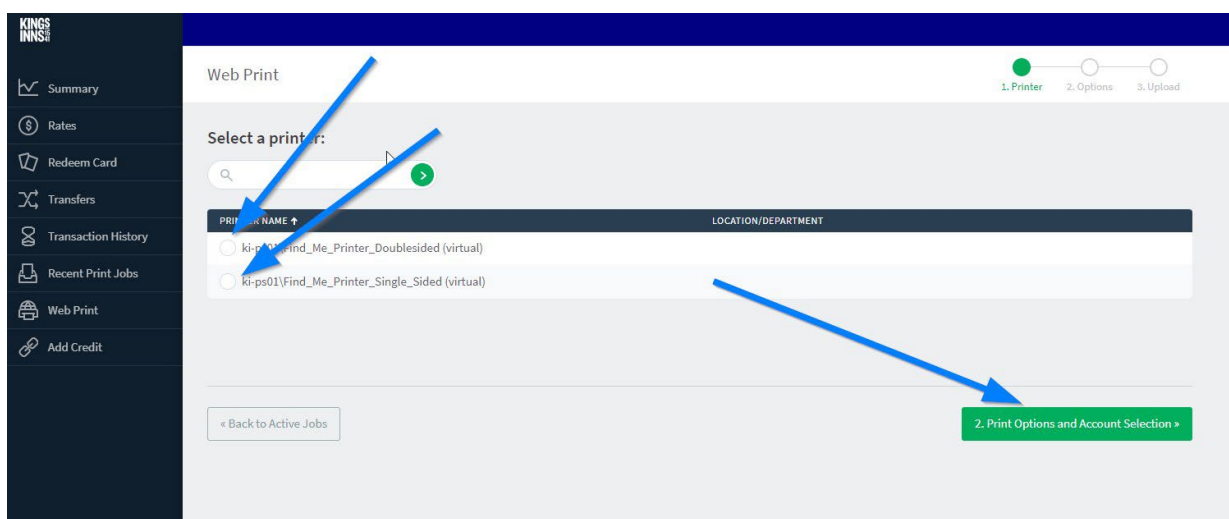
3. A new window will open with the PaperCut Log on page. Enter your Username and Password (the same logon for Moodle)



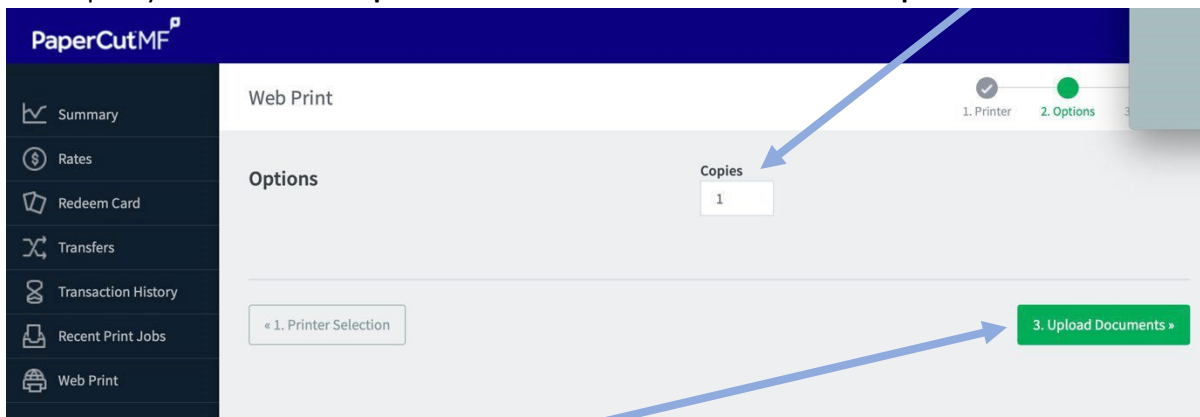
4. Click on **Web Print** to open the below page:



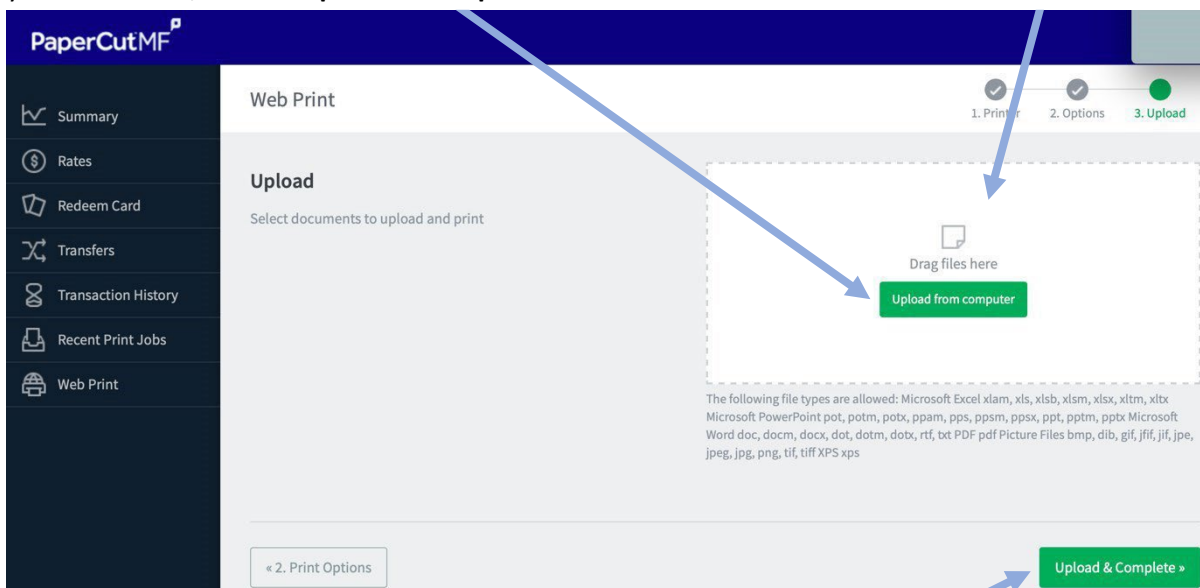
5. Click on **Submit a Job**
6. Choose whether you want to print double-sided or single-sided, then click on **Print Options and Account Selection**



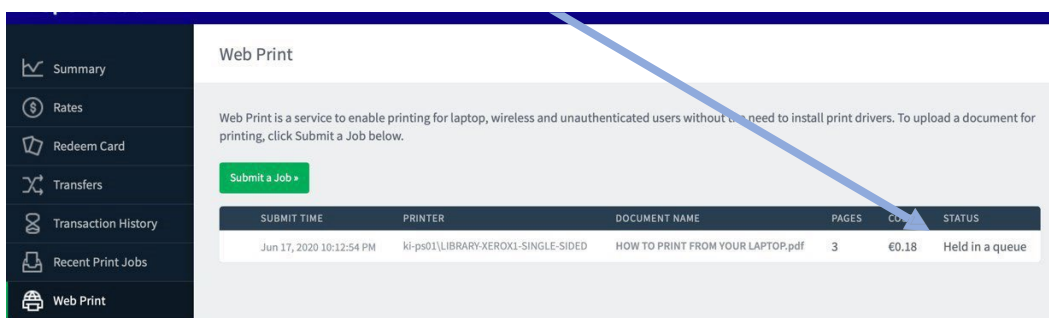
7. Specify the number of **Copies**—the default is set to 1—then click on **Upload Documents**



8. You can drag and drop the document you want to print into the **Drag files here** area OR click on **Upload from computer** to browse to the document on your device. Once you have uploaded your document, click on **Upload & Complete**



9. Your print job is now **Held in a queue**



NOTE: if you are printing from one of the four PCs in the library, send your print jobs to:

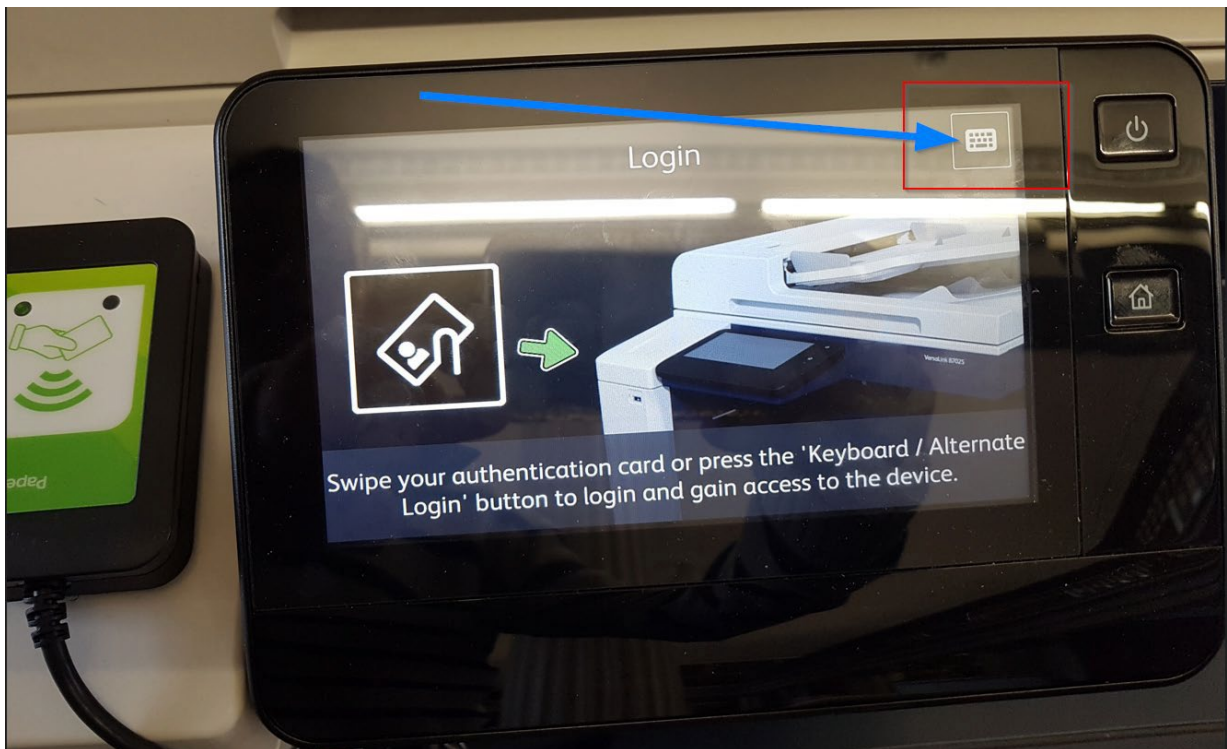
Find_Me_Printer_Doublesided on KI-PS01 or **Find_Me_Printer_Single_Sided** on KI-PS01

RELEASE PRINT JOB

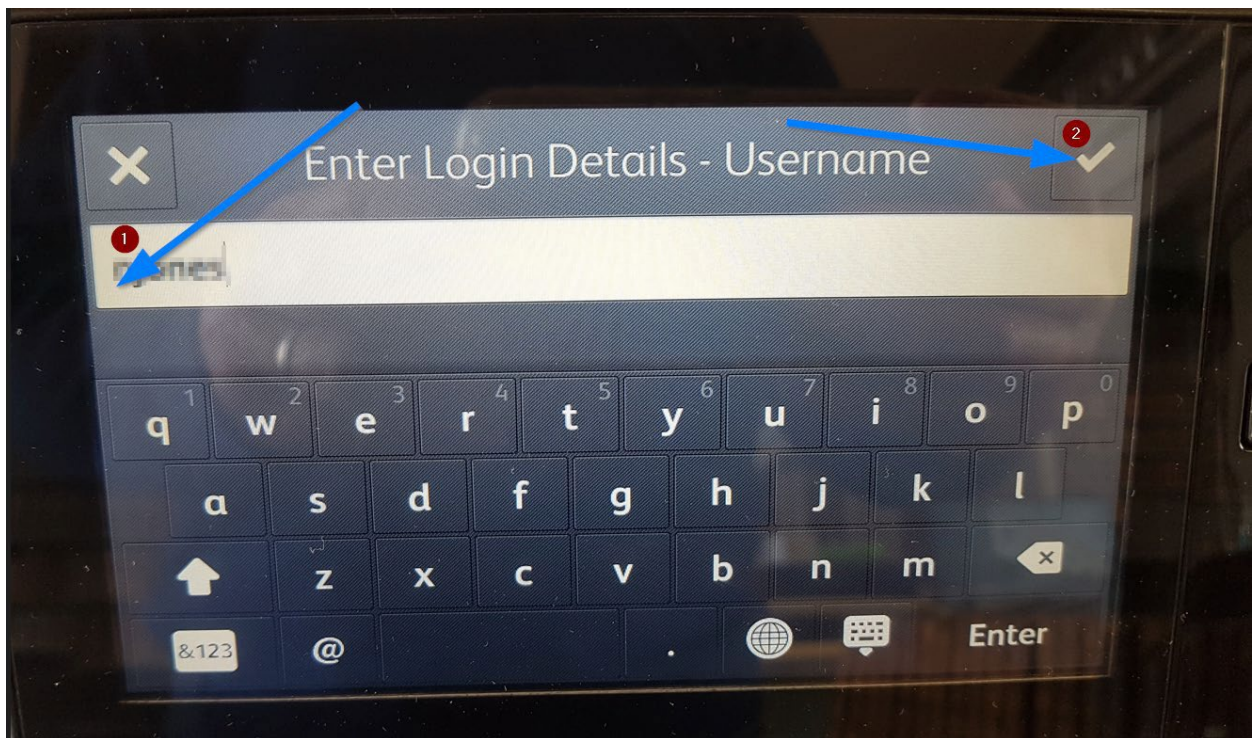
To release your print job, go to the printing device of your choice. If the screen is blank, press the power button to bring the device out of sleep mode:



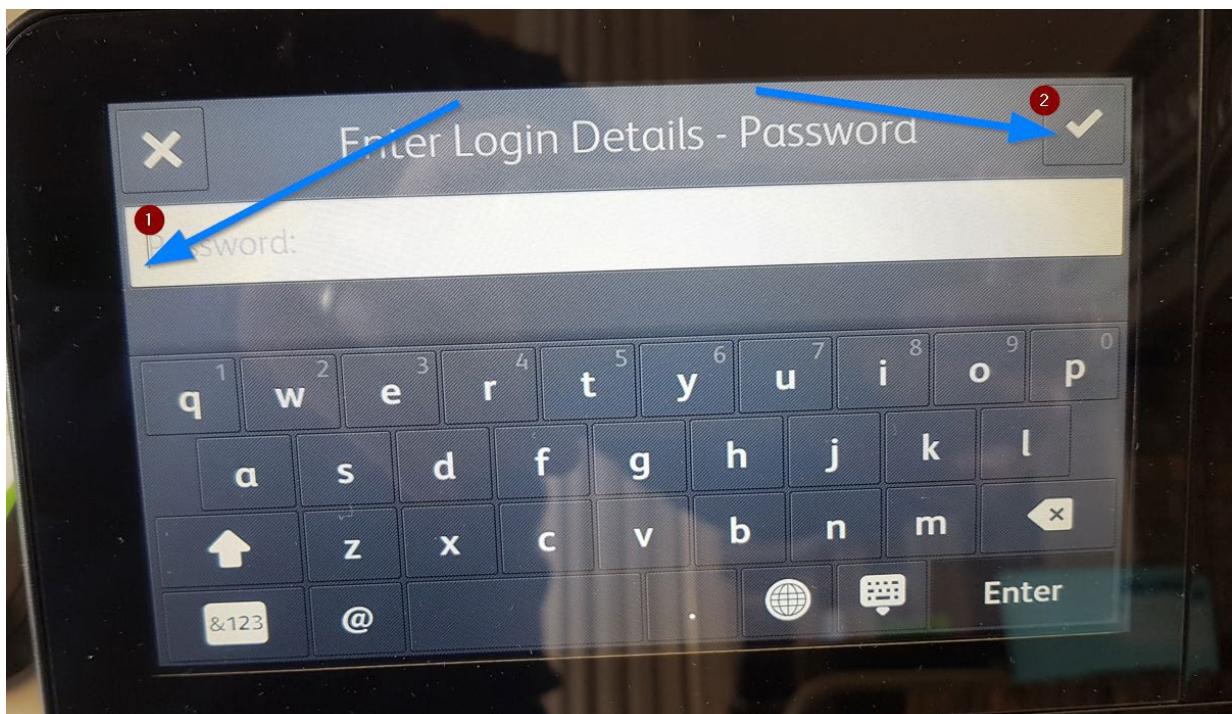
Press the 'keyboard' icon in the top-right corner of the screen (if you prefer to log on with your student card, skip to the next section, "Logging onto the printers with your student card"):



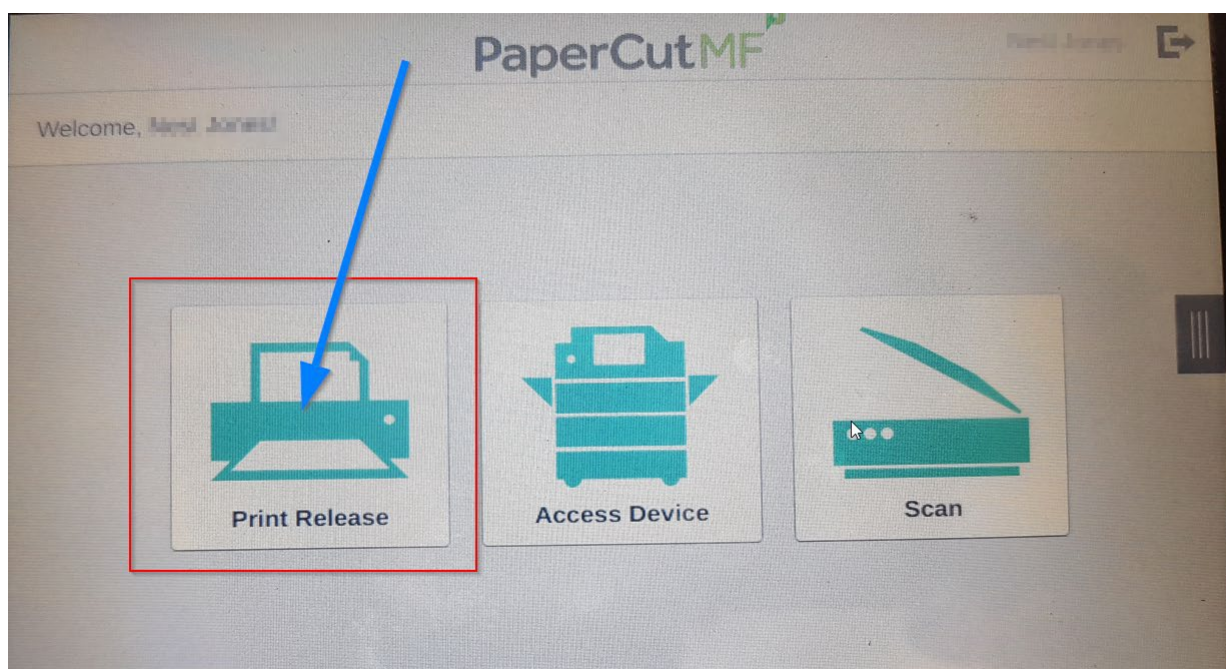
Enter your username—your Moodle username—then press the 'tick' in the top right of the screen:



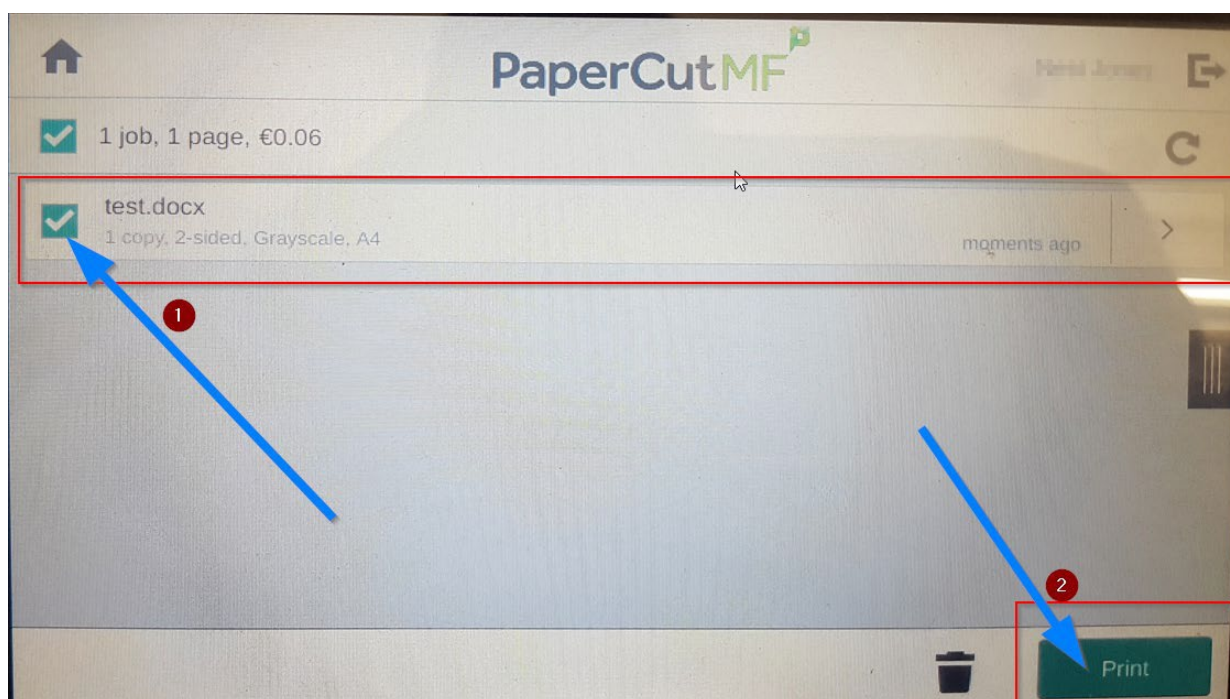
Enter your password—your Moodle password—then press the tick in the top right of the screen:



Press **Print Release**:

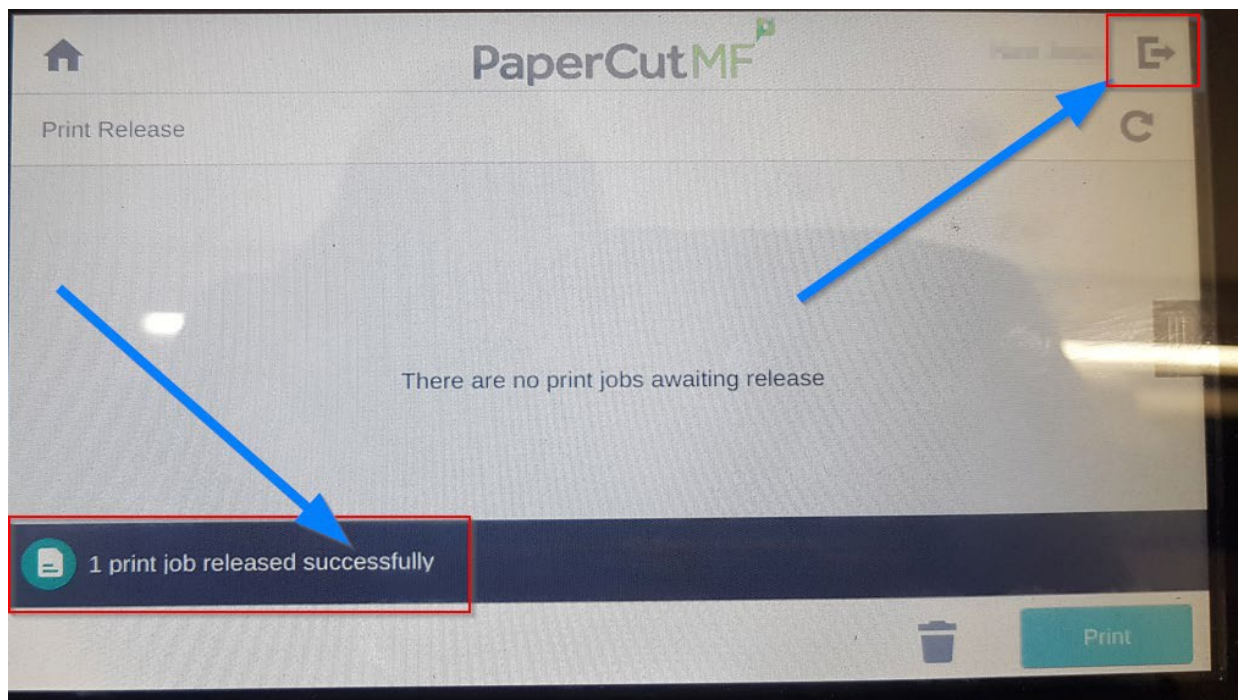


Select your print job, then press **Print**:



Your print job will be released from the device.

Log out of the device by pressing the icon in the top right of the screen.

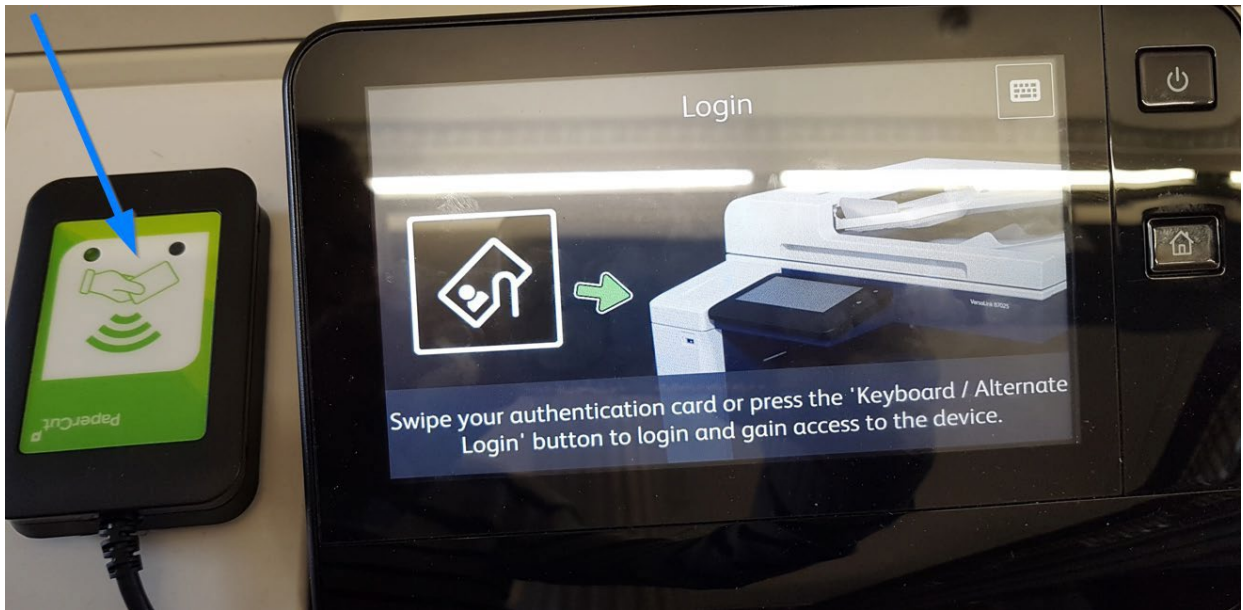


LOGGING ONTO THE PRINTERS WITH YOUR STUDENT CARD

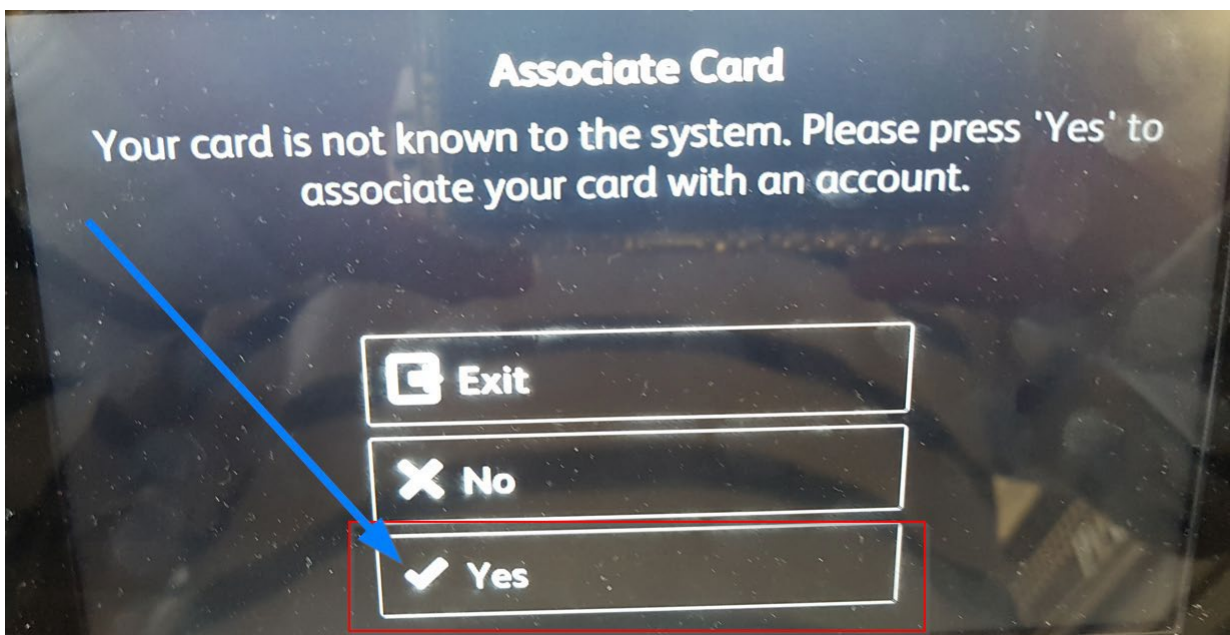
You can use your student card to log onto the printers. This is quicker than logging on with your username and password.

To use your student card with the printers, you must first 'associate' your card. This is a once-off task and takes about 30 seconds.

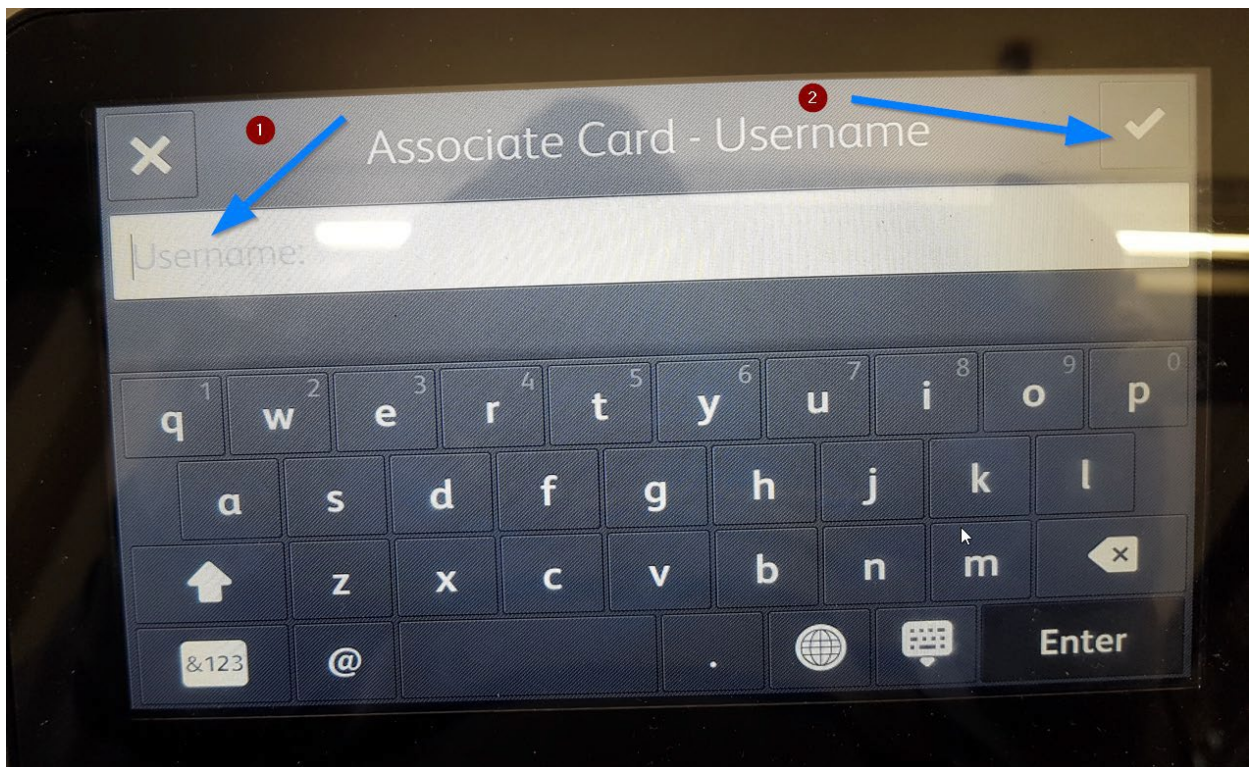
To 'associate' your student card, swipe it against the card reader (on the left):



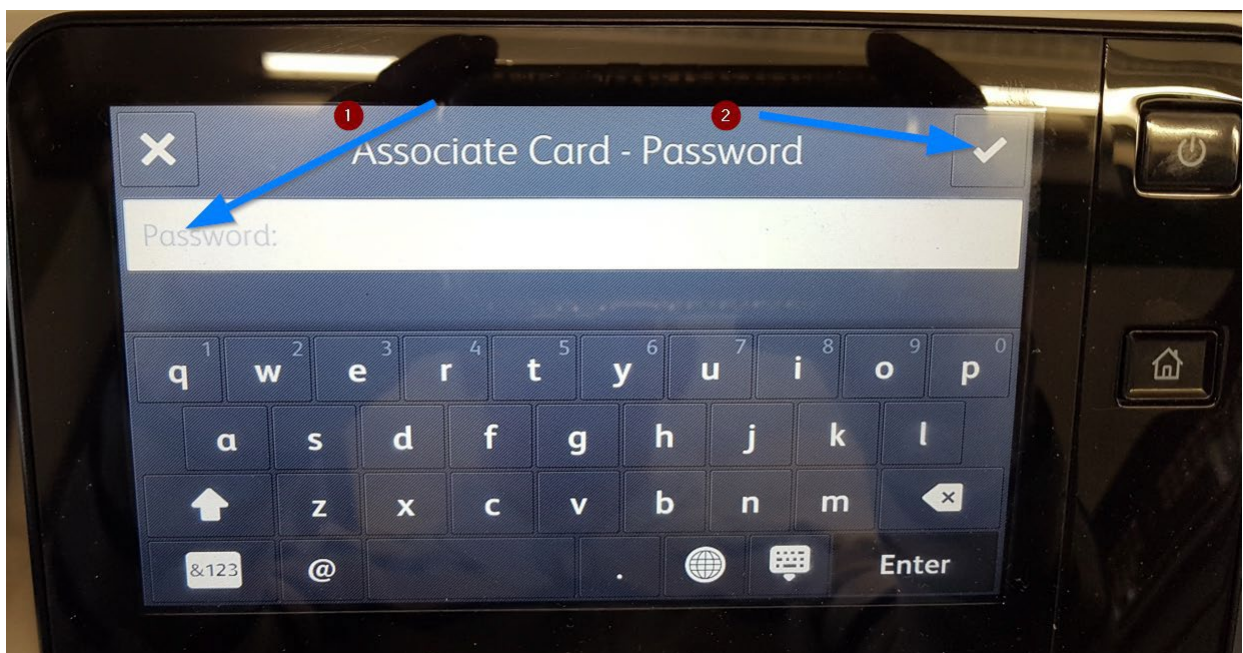
Press **Yes**



Type in your username—your Moodle username—and press the tick box in the top right of the screen:

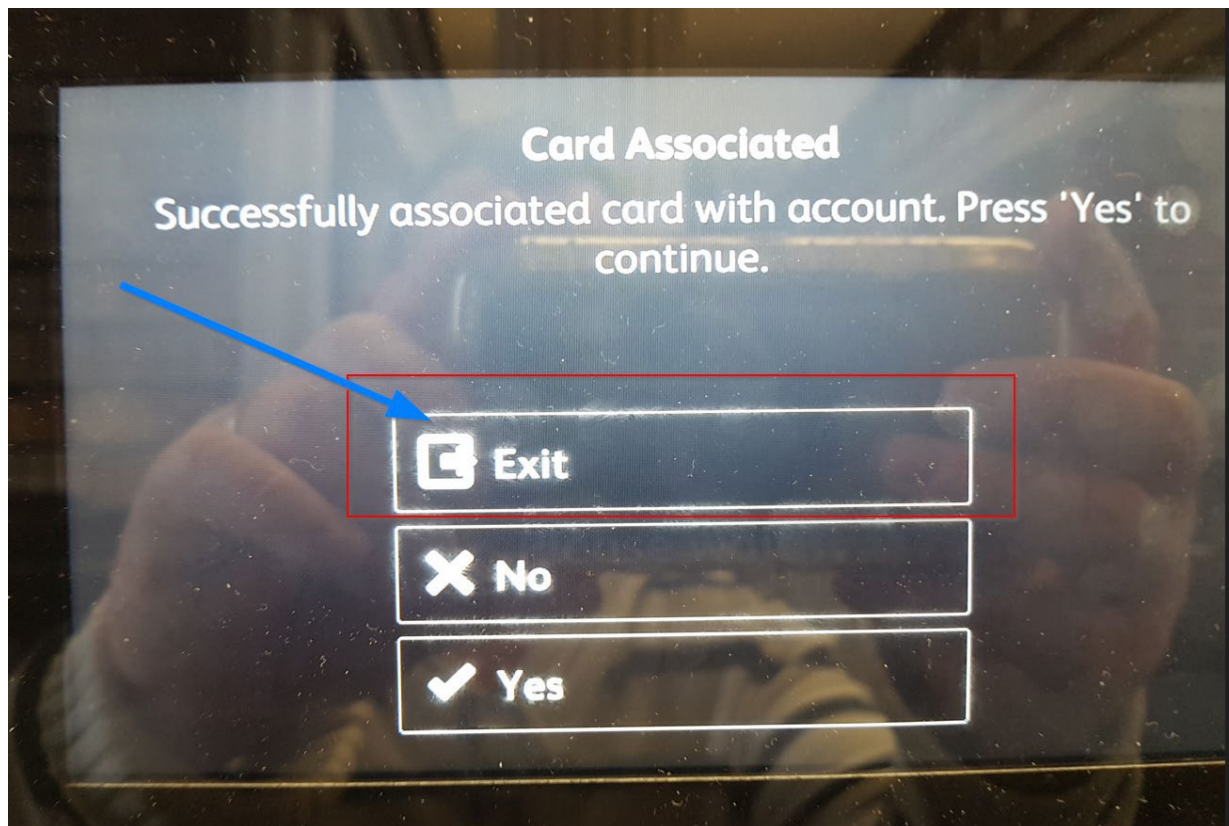


Type in your password—your Moodle password—and press the tick box in the top right of the screen:



Your card has now been 'associated' and can now be used to log onto the printers.

Press **Exit**

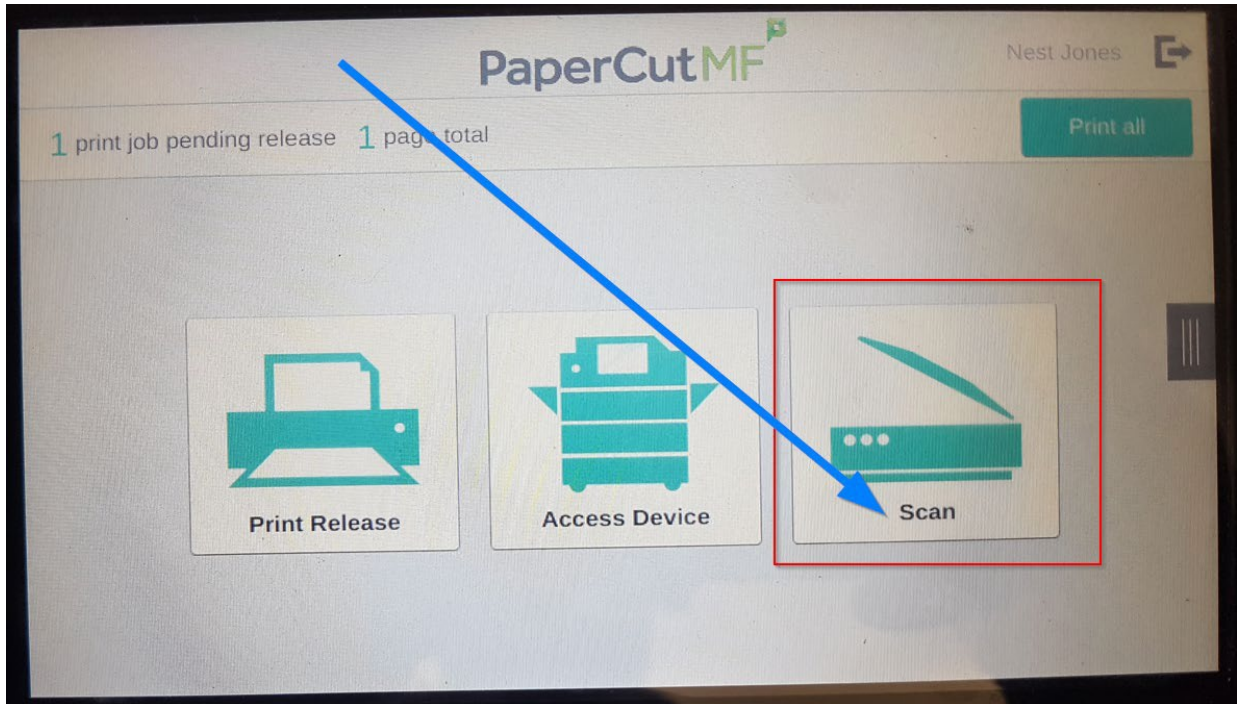


SCANNING

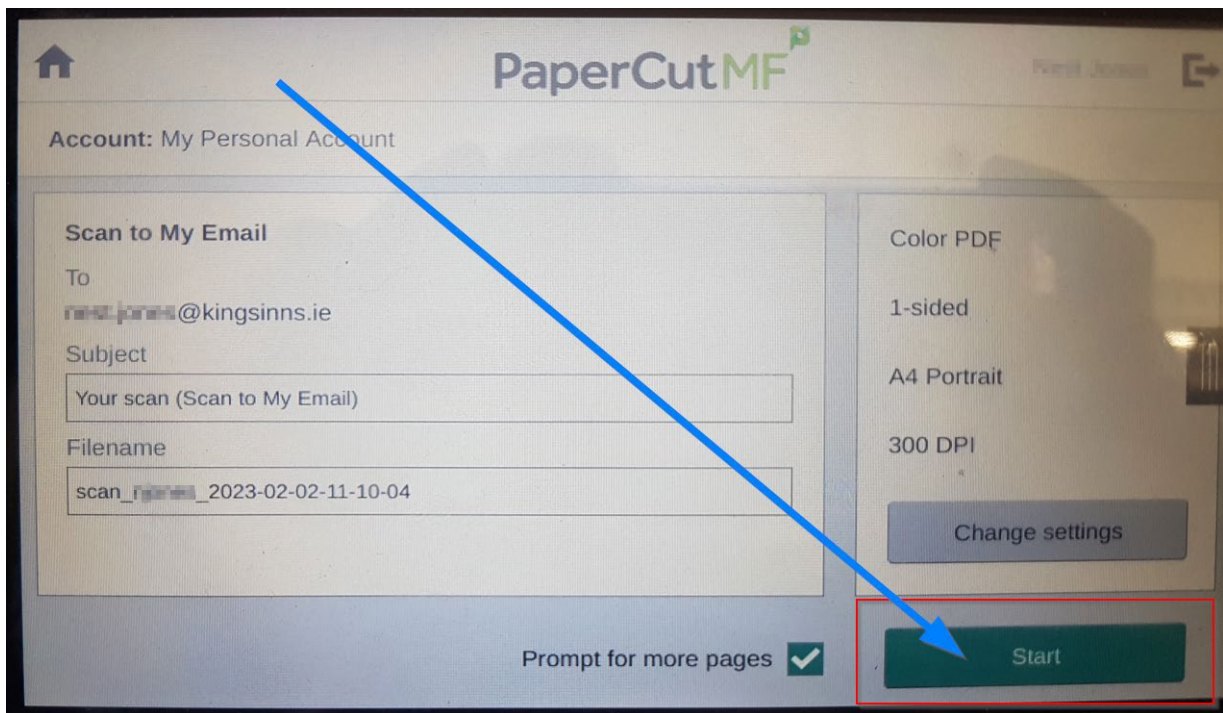
Load the device with the document you want to scan.

Log onto the device (with your username and password, or with your student card).

Press **Scan**:



Press **Start** and your document will be scanned and sent your King's Inns email account:



PHOTOCOPYING

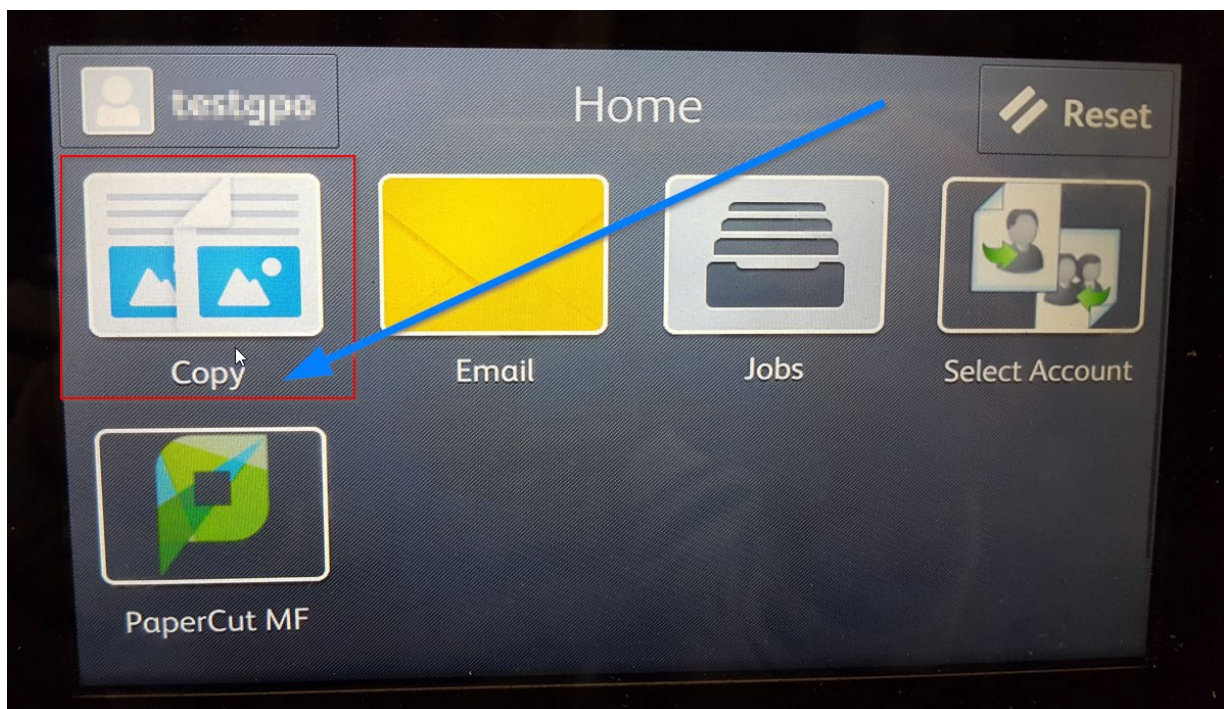
Load the device with the document you want to scan.

Log onto the device (with your username and password, or with your student card).

Press **Access Device**



Press **Copy**



Press **Start**

