

SECTION 14

STUDENT COPY AND PRINT SERVICES

14. STUDENT COPY AND PRINT SERVICES

14.1 STUDENT ID CARD

VU Student ID Cards are used as the primary method in paying for any copy or print services. The Student ID Card is valid for this purpose throughout the time you are enrolled in a course. Money is added to this card via an electronic kiosk (known as a SmartLoader), and then deducted from the card when copies/prints are made.

14.2 SMARTLOADER

A SmartLoader is an electronic kiosk that is used to deposit money onto the Student ID Card. They are located across all campus Libraries and accept notes, coins, and EFTPOS. The SmartLoader does not issue change. Assistance in operating the SmartLoader can be sought after at the Library Service Desk.

14.3 MFD (MULTI-FUNCTION DEVICE)

The term MFD is used to describe a multi-functional Printer/Copier. Each campus Library has at least one of these located on the premises. Larger campuses have up to 12 MFDs in the Library scattered across different floors and areas of the Library. These MFDs are capable of Printing and Copying in Colour and Black & White, as well scanning to USB and scanning to Email. They are equipped with many other functions including enlarging to A3 or resizing to a small format. The MFDs are enabled for use by swiping a valid Student ID Card on the Card-reader that is attached to the MFD.

14.4 CARD READERS

Card Readers are devices that are attached to the MFD to control the cost recovery system. You must swipe your Student ID Card on the Card-Reader first to unlock the MFD for use. The Card Readers have a touch-screen operated interface; where you choose the function you wish to perform (i.e. copy or print) and money is deducted for every page printed or copied.

14.5 PRINTING IN COMPUTER LABS

Many of VU Computer Labs are equipped with a smaller type printer (not an MFD); these printers have a different setup and do not require a Student ID Card to be swiped for printing. Students simply select print from their computer and the printer will produce the document. Students must have sufficient balance on their Student PaperCut™ account (See 12.6 PaperCut) in order to print.

14.6 PAPER CUT

PaperCut™ is a cost recovery system VU uses to manage student print/copy accounts. By default all student ID card details are imported and managed in this database. When a Student adds value to their card it is managed by PaperCut™. Students are able to look through their printing history, check their printing balance, release print jobs, and print in Computer Labs using this System. Students can login to PaperCut™ by visiting: <http://vupapercut1.ad.vu.edu.au:9191> Login is via Active Directory (AD) for example: Username: s3667187 Password: ***** (same as the password used to log on to the computer)

14.7 GUEST USERS

VU Library supports Guest Users by enabling them to use any magnetic strip card to create a guest account for Printing and Copying. Examples of a magnetic strip card are; Medicare Card, FlyBuys, etc. The User is asked to swipe the card on a SmartLoader (see 14.2) and choose a pin number – this in turn will create a guest account. The User can then use a nominated 'Guest Account MFD' to copy or print his/her documents. For more information on this service, speak to a Library Staff member or enquire at the Library Service Desk.