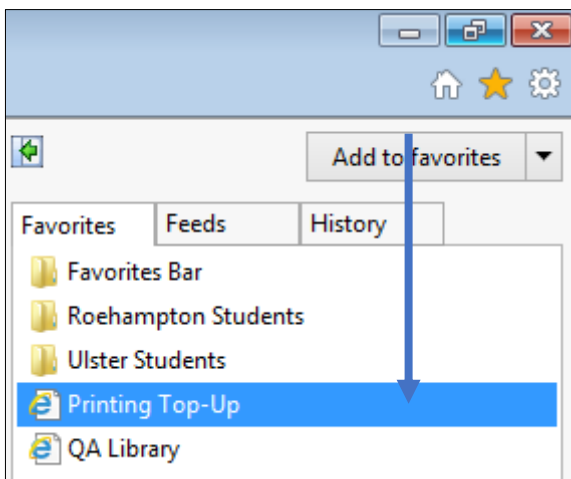


Printing, copying & scanning

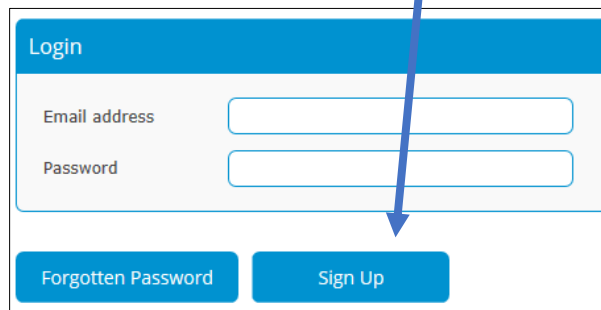
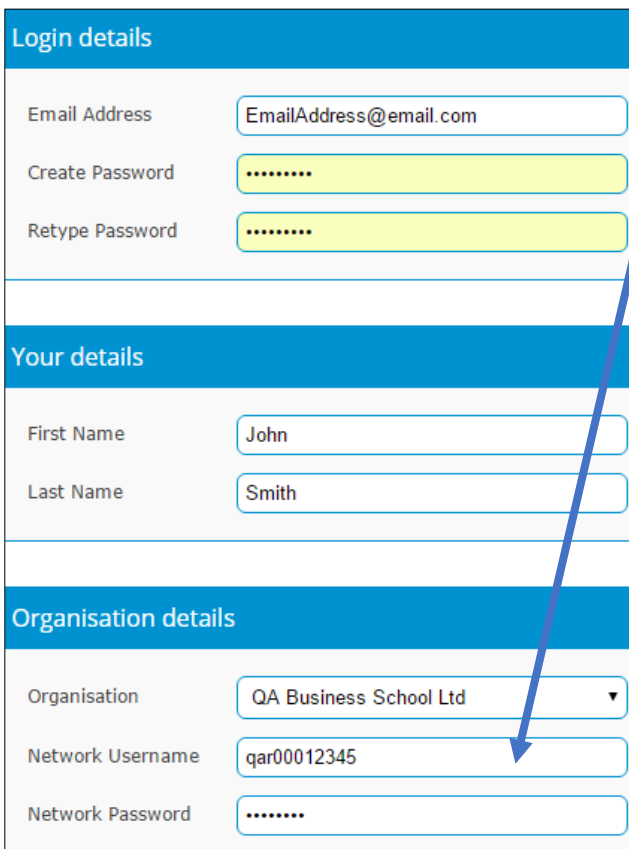
1. Create a print account

On your own computer, tablet or phone, a) Go to secure.xprenterprise.net
b) Don't login, choose **Sign Up** straight away

- a) Login into a **campus PC**
b) Open Internet Explorer (browser)



- c) Select Favourites (under ★)
d) Choose a **Printing Top-Up**
e) Don't login, choose **Sign Up**

A screenshot of a web form titled 'Login'. It has two input fields: 'Email address' and 'Password'. Below the fields are two buttons: 'Forgotten Password' and 'Sign Up'. A blue arrow points from the 'Sign Up' button in the previous screenshot to the 'Sign Up' button in this form.A screenshot of a registration form. It is divided into three sections: 'Login details', 'Your details', and 'Organisation details'. The 'Login details' section has fields for 'Email Address' (filled with 'EmailAddress@email.com'), 'Create Password', and 'Retype Password'. The 'Your details' section has fields for 'First Name' (filled with 'John') and 'Last Name' (filled with 'Smith'). The 'Organisation details' section has a dropdown for 'Organisation' (filled with 'QA Business School Ltd'), a text field for 'Network Username' (filled with 'qar00012345'), and a text field for 'Network Password'. A blue arrow points from the 'Sign Up' button in the previous screenshot to the 'Network Username' field.

Fill the form in and submit it.

For the **Network Username** and **Password**, use the same login details as for campus PCs:

- qar000xxxxx (or qar000xxxxx) – Roehampton
 - qab00xxxxxx – Ulster
- Password* – QaDDMMYY
[Qa + your DoB six digits, case sensitive]

My print account password (save on your phone if you prefer):

If the form has been completed successfully, an email is sent to your address with a link to activate your print account. Click on the link.

Print and copy cost: 5p/A4 bw single; 7p/A4 bw double; 20p/A4 colour single, 28p/A4 colour double. A3 – twice as A4. **Scanning** is free of charge.

2. Add print credits (fund account)

On a campus PC:

- Open *Internet Explorer* (browser)
- Select *Favourites* (under ★)
- Choose a **Printing Top-Up** and login.

On your personal PC, go to

<http://goo.gl/RVMD99> and login.

Your account details	
Organisation	QA Business School Ltd
Name	[redacted]
Network username	[redacted]
Current balance	£5.27

Select **Fund Account** and make payment using your debit or credit card. This will be your non-refundable print credit which you can use for printing and photocopying.

Print

Copies: 1

Printer: Black and White Printing on ESUKLRF01 (Ready)

Settings:

- Print All Pages (Print the entire document)
- Pages: []
- Print on Both Sides (Flip pages on long edge)
- Collated (1,2,3 1,2,3 1,2,3)
- Landscape Orientation
- A4 (21 cm x 29.7 cm)
- Normal Margins (Left: 2.54 cm Right: 2.54 cm)
- 1 Page Per Sheet

3. Sending files to print

In most programmes, a *Print function* can be found in the *File menu*; or press [Ctrl] + [P]. Black/white double-sided printing is offered by default; this is the cheapest option. Switch for colour or single-sided printing if preferred.

- Change from black/white printing to colour
- Change from double-sided to single-sided printing

4. Collecting print-outs, photocopying and scanning

After you sent all your files to print, use any student printer to collect your printouts.

- London: in the Library or on the UG floor
- Birmingham: in the Library or by the 505 classroom.

Press the **lit green button to wake the printer up**. First time you scan your student card, you will be asked to login using the same login details as for the campus PCs.

After you logged in, choose:



Copy for photocopying; if using a top feeder, place your originals face up

Email for scanning – add the email address to receive the scanned file

Print job release for collecting the files you've sent to print.