

6a - Printing - Instructions and Cost

How do I add credit to my account / check my printing

Before you can print you need to add printer credits.

Visit <https://go.warwick.ac.uk/printercredits> and sign in using your IT Services username and password. The prices are displayed on the screen.

Select the amount you wish to add (from £1.20 to £50.) Click the Purchase credit button which opens an online payment page.

You can also visit <https://warwick.ac.uk/students> and select Printer credit from the menu.

Check your printing account at printing.warwick.ac.uk – sign in as IT Services username and your password.

How do I print?

Once you have set up your account and added printer credits, you can now print.

The name of the printer is **Kyocera**. Select Kyocera from the list.

Go to the printer and swipe your University ID card, this will log you in automatically. Press **Pull Print**. Select the items you wish to print then press the **Print** button. **Once your document has printed, remember to scan your University ID card again to log out.**

How much does it cost to print?

	Single-sided	Double-sided
A4 Black & White	5p per page	8p per page
A4 Colour	15p per page	28p per page
A3 Black & White	9p per page	16p per page
A3 Colour	30p per page	58p per page
Scan to folder	Free	Free
Scan to email	Free	Free

Are printing credits refundable?

No refund of remaining credit will be given

Note that any credit remaining in your printer account is **NON-REFUNDABLE when you leave the University. No refund of remaining credit can be given.**

However, you can transfer this credit to another student - visit the IT Services Help Desk Drop in Centre, Library 1st floor opening hours 9am – 5.30pm weekdays.

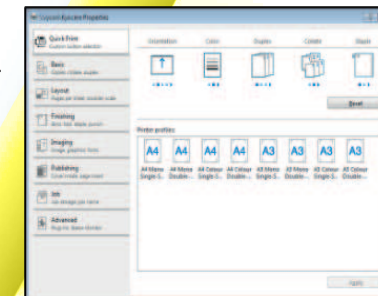
How do I print from Microsoft Office applications?

Click **File, Print**. In the Print dialog box select **Kyocera**.

The default is **black & white (mono) double sided**. To change, click **Printer Properties** then select a print profile e.g. colour, mono, single or double-sided for either A4 or A3. Click **Apply, OK**

If you need to change any of the default settings on your chosen print profile, after selecting your print profile and pressing Apply, click **Quick Print** and select from the options at the top. E.g. if printing landscape double sided, click the **Duplex** option to toggle to **Flip on short edge**, then press **OK** at the bottom of the window.

Click **Print**.



How do I print A3?

You can print A3 from most of the **Kyocera** printers. In your document in Word, go to the Page Layout ribbon, click **Size** and select the **A3** profile to meet your requirements. To print, Click **File, Print** then select Kyocera from the Printer drop down list. Click **Printer Properties** then select the print profile for A3 colour, click **Apply, OK**

Why is my work not printing?

Ensure you go to **File, Print** as described above, and make sure you have selected the printer you are trying to print to from the list. Documents containing high resolution photos and graphics will take longer to process through the printer.

Please note that you must go to a printer and print the job within 24 hours of sending it to the queue. After 24 hours the job will be deleted. You will receive an email 6 hours before the document is deleted. If an error is displayed on the printer's LCD display, please note the error message and the XMA or KYO number on the label on the printer and visit the IT Services Drop in Centre, Library 1st floor opening hours 9am – 5.30pm weekdays, or phone 024 765 73737.

IT Services Help Desk

✉ helpdesk@warwick.ac.uk

🖨 warwick.ac.uk/its

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