

## **Printing for Masters, DPsych and PhD Students**

All Masters, DPsych and PhD Students will receive 750 pages of copying and print credit.

All 4<sup>th</sup> Year Students will receive 250 pages.

All printing and photocopying should be done on the newly installed copier in the 10<sup>th</sup> Floor computer laboratory. (Student photocopying is not possible from the 12<sup>th</sup> Floor copier)

To access the account you will need a user name and password. (This account is the same as your email account)

The account balance will be displayed on the desktop when you log onto a University computer.

You can print from the computers in the 6<sup>th</sup> floor and 10<sup>th</sup> floor computer labs. The print job will be held until you login to the copier and release the job.

Once your initial quota is exhausted (either print or photocopying) you can recharge your account by presenting your student card at the Psychology Enquiries Officer, 12th floor Reception Desk, Redmond Barry building. The cost of recharging is 10cents per page.

Please note that it will not be possible to recharge your account between the hours of 1pm to 2pm. Nor will it be possible to recharge your account out of hours. Therefore, you should check your account before the weekend or holiday.