

Using the Printers/Copiers

01 LOG IN

Log in like this:

USERNAME: FIRSTNAME.SURNAME@STUDENT.GRIFFITH.IE
PASSWORD: DD/MM/YYYY (YOUR DATE OF BIRTH)

02 ADD CREDIT TO YOUR STUDENT ACCOUNT

Click on



ADD CREDIT

You can top up with your usual bank card details. Credit can be used to purchase **PRINTING & PHOTOCOPYING** and to pay library fines.

03 PRINT YOUR DOCUMENT

You can print from the PCs directly, in the Library and the Wellington Building:

- Send the document to a black and white or colour printer
- Log in to the printer to release your document.

Tips:



You can swipe your student card for quick access to the printer/copier. (First time you swipe your card you will be asked to associate it with your student account. Click OK, manually type in your sign in details, then swipe your card again.)



You can also print from your laptop using Web Print. This is also a useful option for uploading a document from home. You can then release the print directly from the College printers the next morning.



When you upload your document you will see the document is held in a queue. Leave it in that queue, when you are logged into the printer, you can then release it directly from that machine.

**BLACK &
WHITE**

COLOUR

SCANNING

A4 8 CENT

A3 16 CENT

A4 23 CENT

A3 46 CENT

FREE

You can scan onto a USB connected to the printer or to your student email.



**PRINTERS ARE
AVAILABLE IN
THE
WELLINGTON
BUILDING AND
THE LIBRARY**

Floor 2, A Building



If you have any issues you can contact the **IT Helpdesk** in the Wellington Building or the **Library issue desk**.