

Student Printing Arrangements in the Secondary School

The College has entered into a new agreement with Kyocera to provide printers across the campus. This network is coordinated by a print management solution called *Papercut*. *Papercut* monitors the volume of pages printed and scanned, and enables 'follow me' printing, so print jobs are released by the owner at any printer by presenting their ID Card. We encourage students to carry their ID Card for both this purpose and facilitate borrowing of books from the Library and Book Room. Year 7s and students new to the College who do not have an ID Card yet will be shown how to release their printing by entering their credentials at the printer.

The College will provide all students with a \$5 credit on their printing account per year. This quota will provide each student with about 250 x A4 pages of copying or around 80 x A4 colour pages. It is slightly cheaper for double-sided jobs. We are aiming to only cover costs here.

As a sustainable school, we are actively seeking ways to reduce our impact on the environment and model strategies to achieve this outcome with students. Students are encouraged by their teachers to draft and submit tasks online where appropriate. Our Faculties are also being encouraged to not print resources for their classes – making full use of the capabilities of *Seqta* and *OneNote*. Teachers will not be issuing students electronic resources with the expectation they are printed at the College.

FAQs

When does the new system start?

The new printing system has been online since the beginning of the 2019 school year.

How does a student submit a print job?

Students can print from their BYOD device using **Email to Print**. Students simply attach a document to be printed to an email and send it to:

mobileprint@radford.act.edu.au (Default A4 colour)

or

mobileprintA3@radford.act.edu.au (Default A3 colour)

After email submission, an email from the print system will be received by the student, who must then click a link to confirm the print job submission. Students should change to grayscale at the printer to reduce printing costs if they do not require colour printouts.

What types of attachments can be printed using Email to Print?

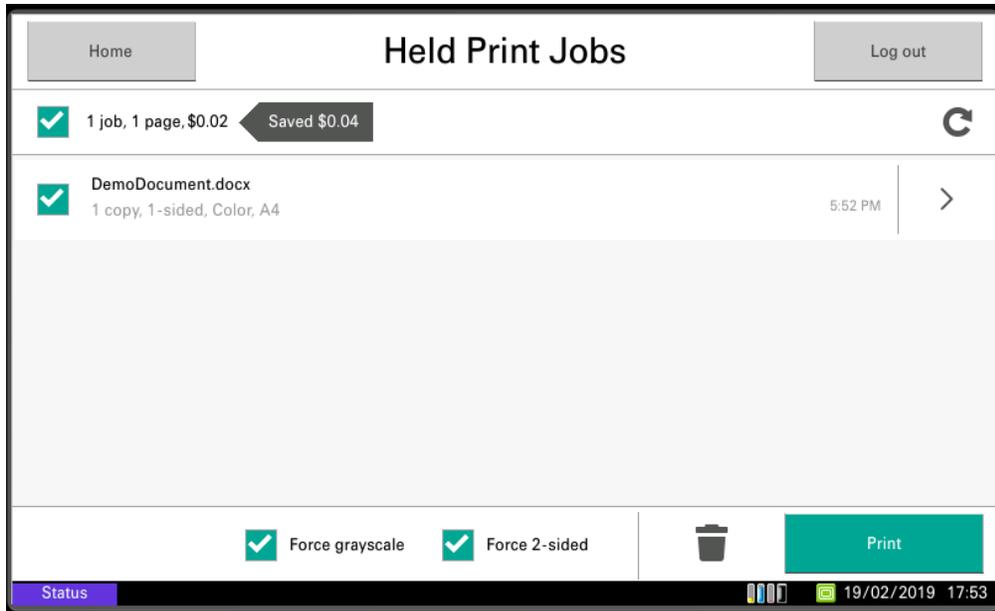
Microsoft Word, Excel, PowerPoint, PDF as well as common picture file formats including **JPG, TIFF, GIF** and **PNG**.

How does a student release their print job?

Students swipe their student card at the printer to logon. Pressing **Print Release** will display any pending print jobs.

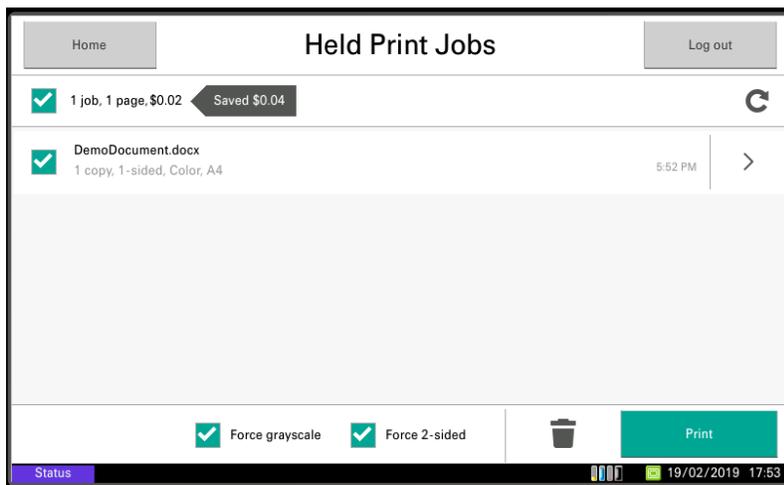
What happens for students who do not yet have a card or who have lost their card?

Year 7 students and other new students who do not have an ID Card yet, as well as students who have lost their card, can release their printing by entering their Radford login credentials at the printer.



How much does printing cost?

When selecting a print submission to release, the price of the job is displayed on the top left of the screen. The cost for the print can be reduced by selecting **Force Grayscale** and **Force 2-sided**.

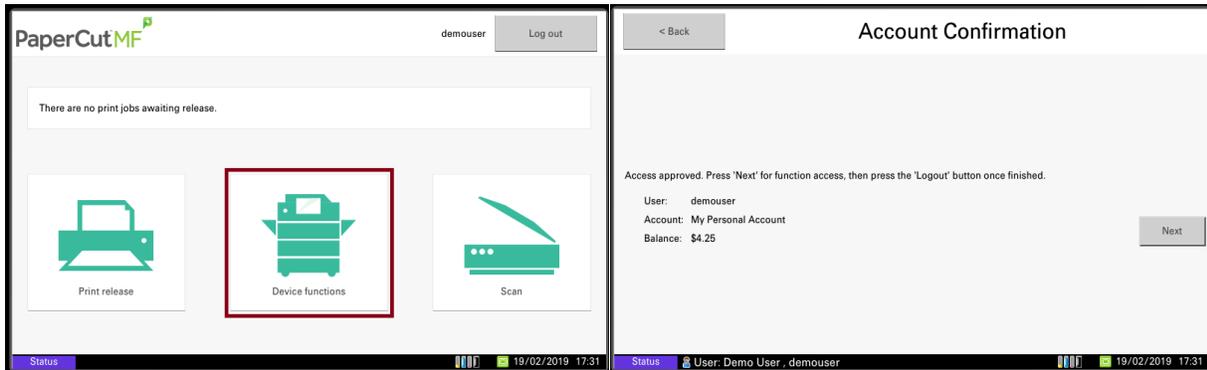


Is there any credit on a student printing account?

At the beginning of each year a \$5 credit will be applied to each account. This allows for up to 250 black and white prints or 80 colour prints. Slightly more prints are possible when printing double-sided.

How do students check their account balance?

Students can check their balance at the printer by selecting the **Device Functions** button. This screen will display the current balance.



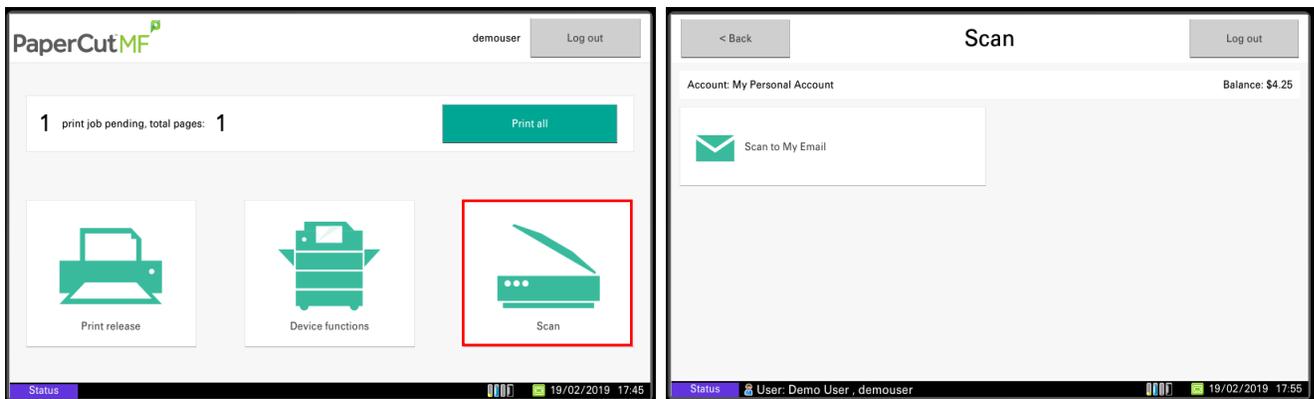
How do students top-up their printing quota?

Students can contact Radford IT helpdesk via email: help@radford.act.edu.au or visit the IT Helpdesk located in their new office next to the secondary school library. The minimum top up amount is \$5 and will be added to you Radford school fees account by Radford Accounts. The Radford IT Helpdesk will not take cash or any other form of payment. Unused top-up credits will be refunded to the school fees account at the end of each year.

Other Printing Functions

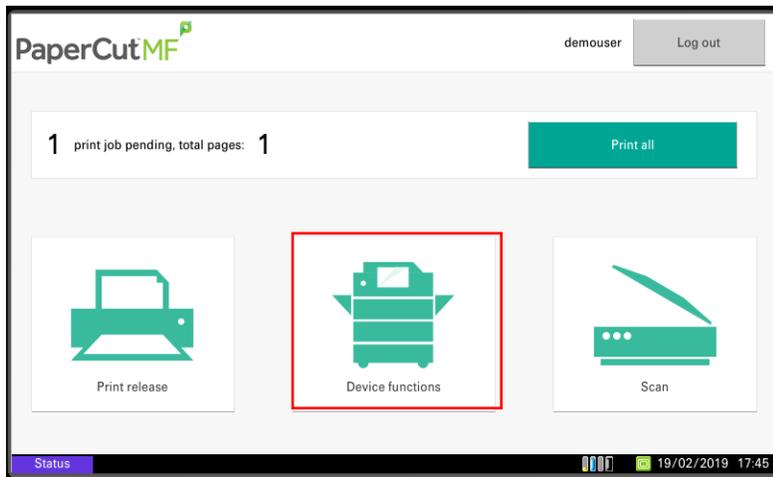
How do students scan documents?

Students can scan documents by tapping their card on the printer, then by selecting the **Scan** option. There will then be an option to send the scanned document to their email address.



How do students photocopy documents?

Students can photocopy documents by tapping their card on the printer, then by clicking on the **Device Functions** option.



Who do I contact with any queries?

If your child has questions about how to print or having difficulties printing they can email help@radford.act.edu.au or visit the IT Helpdesk located in their new office next to the Secondary School Library.