

## Library Changes for Canberra Campus

A new Multifunction Photocopier and Printer has been installed in the St Mark's NTC Library.

Also installed is the new CSU "Pharos" Printing system.

A new CSU Student Card reader for photocopying will be installed soon.

A new Flat bed scanner is on order

This will mean a few changes for all students

1. All printing & photocopying will be charged at the CSU rates (see information below for links to the CSU IT division information)
2. Printing will commence from 1 Feb 2012
3. Photocopying is still on an Honour system for the present
4. Scanner function will be available soon

The Library web site (link below) can answer most of the questions about printing and photocopying. Please refer to the links below.

- Log into MyCSU
- Click on Library in the Quick links
- Click on Library highlighted in Blue
- Library home page Click on "How to use my library"
- Library FAQ's
- General Library Information
- Highlight "Computers, printers, photocopying Etc
- Click on Question 1

<http://www.csu.edu.au/division/library/how-to/faq/faq-general-information>

[What are the charges for using computers, printers and photocopiers in the CSU Library & Learning Commons, and how do I pay for them?](#) Printing and photocopying charges are currently 13 cents for a single sided, A4, black & white prints or copies. The rest of the charges are on [DIT's Student Printing pages](#). (This will also give you information on how it all works.

<http://www.csu.edu.au/division/dit/services/service-catalogue/printing/student/>



**St Mark's**

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SCHOOL OF THEOLOGY

 Charles Sturt  
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[www.csu.edu.au/faculty/arts/theology](http://www.csu.edu.au/faculty/arts/theology)

Printing, photocopying and internet are three separate charges, requiring three separate payments. We know that this isn't ideal, and there is currently a university project to streamline this process.

To use the printers, photocopiers and internet while on campus, you will need to have printing credit, photocopying credit and internet credit. These can be added to your account at the cashier's office or online through [Secure Student Payments](#). You will see options to pay for printing charges and internet use, and photocopy credit is purchased by adding value or recharging your CSU Card.

Photocopy credit can also be added to your CSU Card at the Value Adding Stations located in the CSU Libraries and Learning Commons buildings.

## **PRINTING FROM THE LIBRARY STUDENT COMPUTERS**

- Find your document and click on the Print Icon
- Send your print to the queue - St Mark's A4-A3-BW on Printww01
- Move to the pharos computer next to the multifunction machine
- Activate the screen by moving the mouse
- Type in your user name and password and your print queue will appear
- This will show you all the prints that you have requested, the cost to print
- Now click on Print or delete options
- The document will now print

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