Student Printing:

- The school has a print management system, referred to as a “follow-me” printing system or “papercut”.
- Photocopiers/printers are located in the Resource Centre (Library) and IT Service Centre (E07).
- Any printing sent to the “follow-me” print queue can be retrieved from the printers in either of the above locations before school (8.15am - 8.45 am), during 1st or 2nd break, or after school (until 3.15pm). Printing can also be collected from the IT Service Centre E07 on Homework Centre afternoons (currently Mondays and Thursdays until 3.30pm).
- Students use their student card or username and password to retrieve their print jobs.
- We’ll soon be setting up an express printer in E07 for students who remember to bring their student ID card. This will enable quick printing with minimal waiting for those students.
- Students are not usually permitted to leave their class to print their work during class time.

Printing Procedures:

Once a student presses “print”, the print job is placed into a print queue and will stay there until the student “retrieves” the print job, cancels the print job or the print job is deleted from the system (after a set period of time – we have set print jobs to be deleted from the system at the end of the following day).

**NOTE:** Students will be sent back to class if they come to the Resource Centre (Library) or IT Service Centre (E07) to print during class time without the written permission of their teacher.

Black and white copies can be retrieved from both the Resource Centre (Library) and IT Service Centre (E07) photocopiers.

Colour copies can be retrieved from the IT Service Centre (E07) colour photocopier ONLY. (The printer will automatically print in colour if there is any colour in your document.)

Stapling can be done on both the Resource Centre (Library) and IT Service Centre (E07) machines.

To print, a student has to log in. This can be either done with a “touch” of their student card against the “card reader” or typing in their username and password on the touchscreen.

Once a student logs in their printing will automatically print out. The student has access to only their own queued print jobs.

The photocopiers also allow students to copy from documents or books (within copyright guidelines) and scan documents that are then sent to their school email address.