Printing @ Southport SHS

Student Printing:

o   The school has a print management system, referred to as a "follow-me" printing system or "papercut".
o   Photocopiers/printers are located in the Resource Centre (Library).
o   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).
o   Students use their student card or username and password to retrieve their print jobs.
o   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) to print during class time.

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

Stapling can be done on both the Resource Centre (Library).

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.