PRINTING WITHIN THE COMPUTER SUITES – A GUIDE FOR STAFF

The printers in the Computer Suites are primarily for student use. As a staff member you have access to print to the student printers, however there is a charge.

The current charges for student printing are:

- A4 Black and white - 5p per sheet
- A4 Double Sided - 8p per sheet
- A4 Colour - 30p per sheet
- A3 Black & white - 10p per sheet
- A3 Colour - 60p per sheet
- A4 Acetate Black & White - 20p per sheet
- A4 Acetate Colour - 45p per sheet

As a staff member you can credit your print account in one of the following ways:

1. You can ask your departmental budget holder to email the IT Support Desk with the following information:
   - Your name
   - Your login ID
   - Your department
   - The amount to be credited to your printing account
   - The Folio or Project Code if applicable

2. You can credit your account by putting cash in one of the red/blue print credit machines which can be found in the following locations:
   - Merchiston – JKCC
   - Craiglockhart - Younger Computer Suite
   - Craighouse – Refectory
   - Sighthill – LRC Level 2

To credit your account using a GPAS machine log in using your University login ID and password and add credit as required.

For more information on printing in the Computer Suites please visit the Printing section of the IT Support Student Portal pages.