Printing

While you are studying at SRUC, there's a high chance that you'll need to print out some of your work at some point. To help with this, there are large multi-function printers (which can also scan and photocopy) situated on each campus. Here you will be able to print out your work in black and white or colour onto A4 and A3 paper.

You can only print from a SRUC device connected to the network on campus.

Card Registration

Before you can print, you will need to register your matriculation card to the printer. To do this, simply place your matriculation card on the reader at any printer around the campus, then enter your username and password.

Printer Balance

You will receive an initial £6 print balance. You can top-up your printing balance at any of the SRUC libraries by simply asking the library staff. They will also be able to show you how to use the large multi-function printers and help you with any other queries you might have.
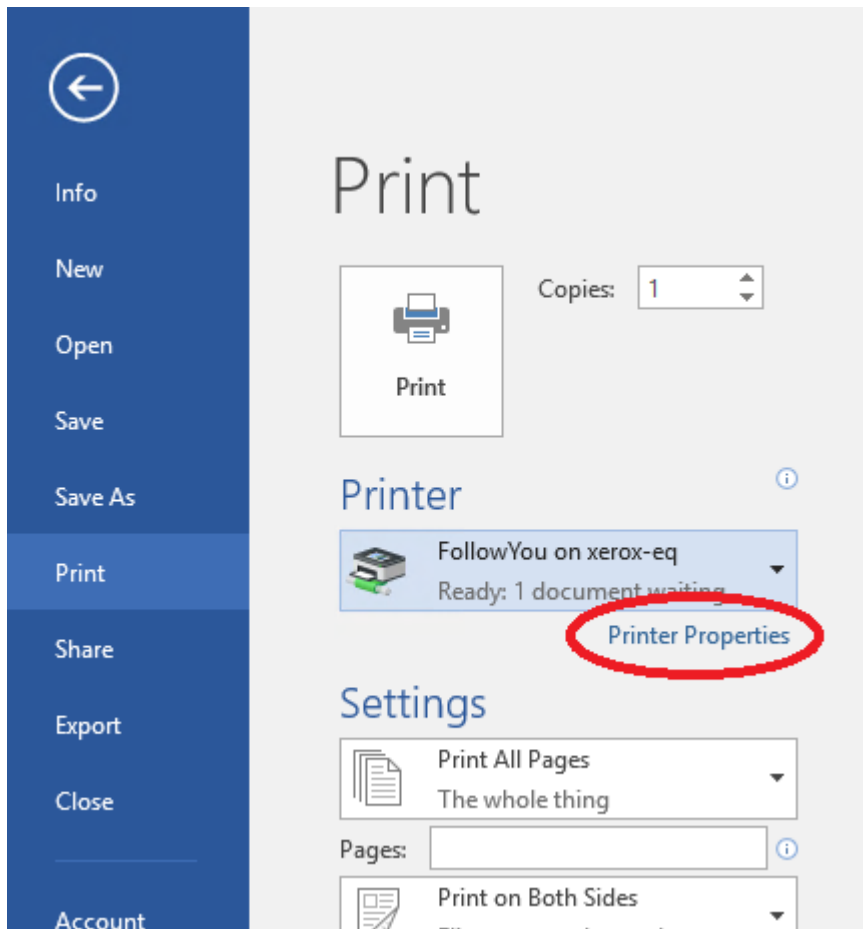
The cost of printing varies depending on the size of the paper you're printing onto and if it is in black & white or colour. Here's a breakdown of the current printing costs:

- 1x A4 page of black & white: 2p
- 1x A4 page of colour: 4p
- 1x A3 page of black & white: 2p
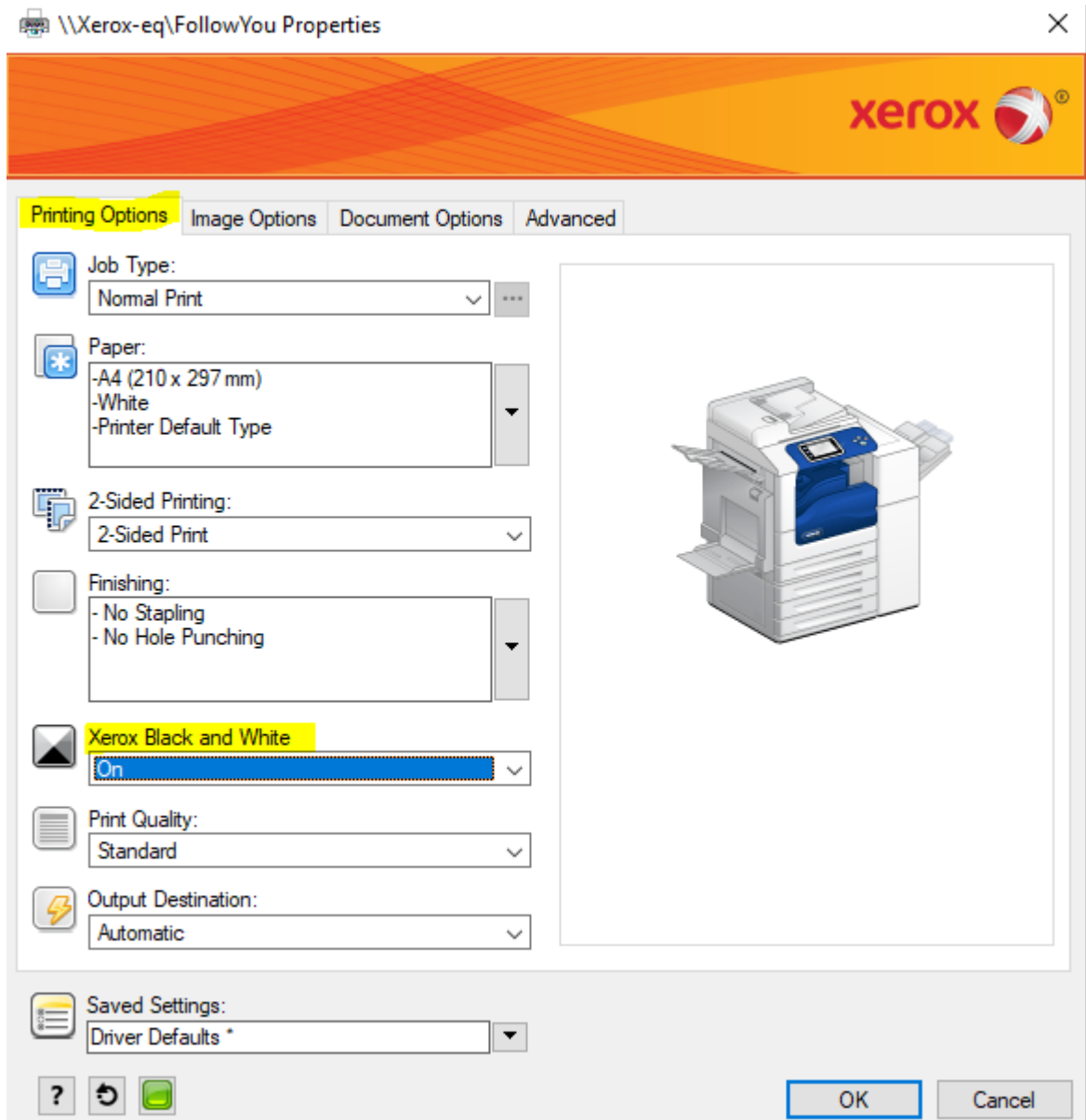- 1x A3 page of colour: 4p

How to change from colour printing to black and white printing

Most machines will be set to automatically print in Black & White. If you need to change that then follow below.

When you are printing a document from your PC, select Printer Properties:

Under **Printing Options**, make sure Xerox Black and White is set to **on**.

Receiving a new card

If you have received a new matriculation card, you will need to register your new card with the printer

Riverside Campus

Please note at Riverside Campus we share resources with UWS and there is no matriculation card registration requirement. The available printers are displayed as shown below

SHARP MX-3050N (Student Printer Riverside Library Lower Level 2) o...
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