

Campus Printer Service

Quick Start Guide:

1. Send your print command from the respective lab computers by selecting **Campus.Printer**.
2. Head to any designated printer (printer locations are provided in the attachment) marked **Campus.Printer** and swipe your ID card to retrieve your printouts.
3. Your print command will remain valid for 8 hours, allowing you to collect your prints from any designated printers located (printer locations are provided in the attachment) on Levels 8, 9, 10, 11, and 12 .

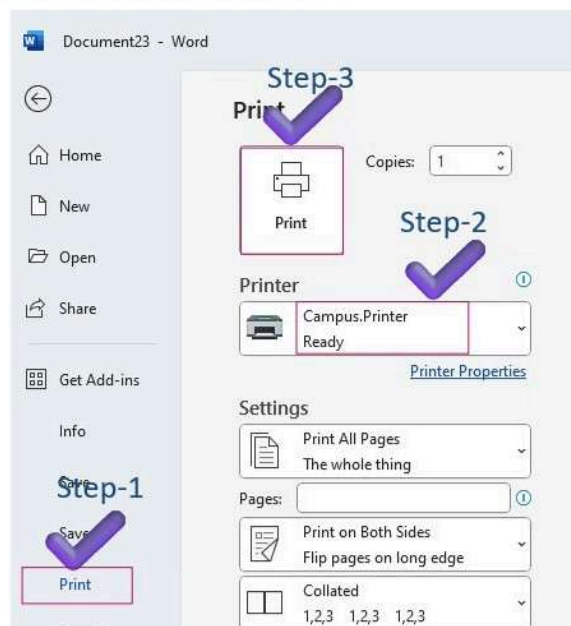
How to print with Campus.Printer

Step-1: Opening the file from respective lab computers, go to File menu and click on the "Print" Or press **CTRL+P** to open the print option

Step-2: Select "Campus.Printer as Printer"

Step-3: Click on the "Print Icon" to execute the print command

(Note: Print command will be valid for 8 hours)



Step-4: Walk to the nearby **Campus.Printer** in the Lab or at Open Space

Step-5: Find the RFID marked area on the printer

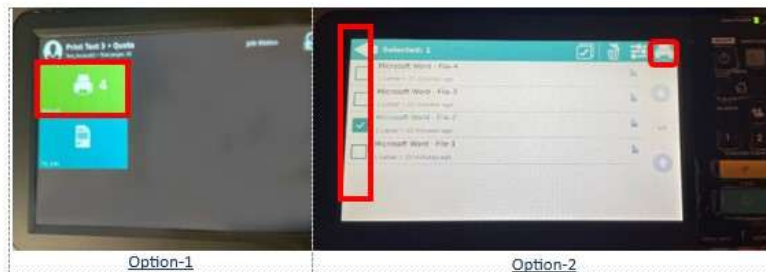
Step-6: Touch the ID card on the RFID marked area or take it close to it



Step-7: On the printer display, the Job Status Page has 2 options

Option-1: Print All (**Select** this option to print all documents in print queue)

Option-2: My Jobs (**Select** this option to choose the document(s) to print from print queue and **press** "printer Icon")



Step-8: To log out, **Touch the ID card** on the RFID marked area again or **take it close** to it.



Campus Printer Location		
Floor	Printer Name	Location/Adjacent to
Level-12	Printer-001	Level-12, Zone-B, Adjacent to Room No: 12B-15L
	Printer-002	Level-12, Zone-D, Adjacent to Room No: 12D-25L
	Printer-003	Level-12, Zone-F, Room No: 12F-31L
	Printer-004	Level-12, Zone-F, Room No: 12F-32L
Level-11	Printer-005	Level-11, Zone-A, Room No: 11A-03L
	Printer-006	Level-11, Zone-B, Adjacent to Room No: 11B-15L
	Printer-021	Level-11, Zone-B, Adjacent to Room No: 11B-16L
	Printer-007	Level-11, Zone-D, Adjacent to Room No: 11D-27L
	Printer-008	Level-11, Zone-F, Adjacent to Room No: 11F-34L
Level-10	Printer-009	Level-10, Zone-B, Adjacent to Room No: 10B-11L
	Printer-010	Level-10, Zone-D, Adjacent to Room No: 10D-22L
	Printer-011	Level-10, Zone-F, Adjacent to Room No: 10F-28L
Level-09	Printer-012	Level-09, Zone-B, Adjacent to Room No: 09B-09L
	Printer-013	Level-09, Zone-D, Adjacent to Room No: 09D-17C
	Printer-014	Level-09, Zone-F, Adjacent to Room No: 09F-25L
Level-08	Printer-015	Level-08, Zone-B, Adjacent to Room No: 08B-08C
	Printer-016	Level-08, Zone-D, Adjacent to Room No: 08D-12C
	Printer-017	Level-08, Zone-F, Adjacent to Room No: 08F-19C
Level-07	Printer-018	Level-07, Block-F, Adjacent to Room No: 07F-22C
	Printer-019	Level-07, Zone-D, Adjacent to Room No: 07D-19C
Facilities Tower	Printer-020	Facilities Tower, 10th Floor, Waiting Room

Guidelines to **Extend Your Printing Quota:**

Each student is allocated a printing quota of 200 pages at the beginning of every semester to facilitate academic printing needs. This quota ensures fair and efficient use of campus printing resources. However, if a student exhausts their assigned quota before the semester ends, they must purchase additional printing credits to continue accessing the Campus Printer services.

Step 1: Visit the **Student Information Centre (SIC)** in-person to place your request.

Step 2: Make **Digital Payment** through Bangla QR via **Mobile Wallet or Banking Apps**.

Step 3: **Student Information Centre (SIC)** will verify your payment with your **Transaction ID or Reference Number**

Step 4: After successful payment verification your **Printing Quota** will be extended on the **Next Business Day**. You will be notified of the status of your request through your BRAC University Email ID.

Note:

The printing quota extension packages are outlined below. Any **remaining purchased balance will be carried forward** to the next semester.

- a. **BDT 300 (100 Pages)**
- b. **BDT 450 (150 Pages)**
- c. **BDT 600 (200 Pages)**