

Introduction

Print services at the University of South Wales work on a credit based system whereby users have to 'top up' their accounts with purchased credit.

This guide will show you how to print your work when using University computers while on any of the University's campuses.

Any documents sent to the Student print queues can be collected from any of the following locations, a full list of print costs is available on page 7.

Treforest (including USW Sports Park)

Brecon block : TRB006b
Dyffryn block : TRD101
Glynneath Building : TRG406, TRG502
Hirwaun Building : TRH114
Johnstown Building : TRJ206
Kidwelly block : TRK128
Library : Lower & Upper levels
Ty Crawshay : TRTC101
USW Sports Park : SPSC0, SPP0

Glyntaff

Aneurin Bevan building : GTAB102
Alfred Russell Wallace building : GTAW124
Elaine Morgan building : GTEM021
Library : Lower & Upper levels

Cardiff campus - ATRium

3rd Floor : CAA307, CAA320
2nd Floor : CAA227
Learning Resources Centre : CAA25

Newport City

Library (B Bloor - Open Access)
NCE15

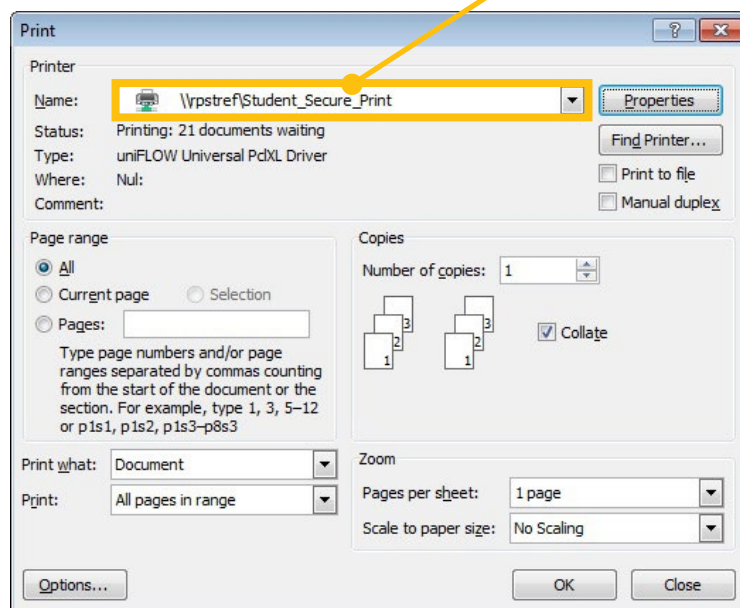
Hint

You can release your print jobs on any of the above listed multi-functional devices on any University of South Wales campus, please be aware that after 24 hours print jobs are automatically deleted from the universal printing queue.

Step 1/2 - Sending your work to the correct print queue

When you are ready to print your work, select 'Print' from within the application you want to print from.

The print options dialogue box will be displayed. The default printer for the campus and computer type should be selected.



The print queue name will be dependent on what campus you are on, along with the type of computer you are using. i.e. If you are using an Apple Macintosh on Newport City campus you will see \\rpsnc\\Student_Mac_Secure_Print, alternatively - if you was using a PC on Treforest campus you would see \\rpstref\\Student_Secure_Print

See below for a full list of student print queues.

Treforest

\\rpstref\\Student_Secure_Print
\\rpstref\\Student_Mac_Secure_Print

Glyntaff

\\rpscrd\\Student_Secure_Print
\\rpscrd\\Student_Mac_Secure_Print

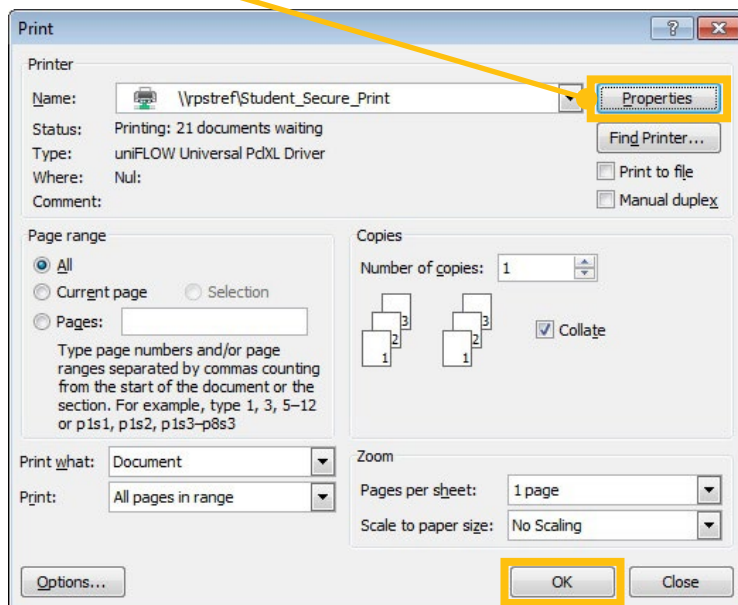
Cardiff campus - ATRiuM

\\rpscrd\\Student_Secure_Print
\\rpscrd\\Student_Mac_Secure_Print

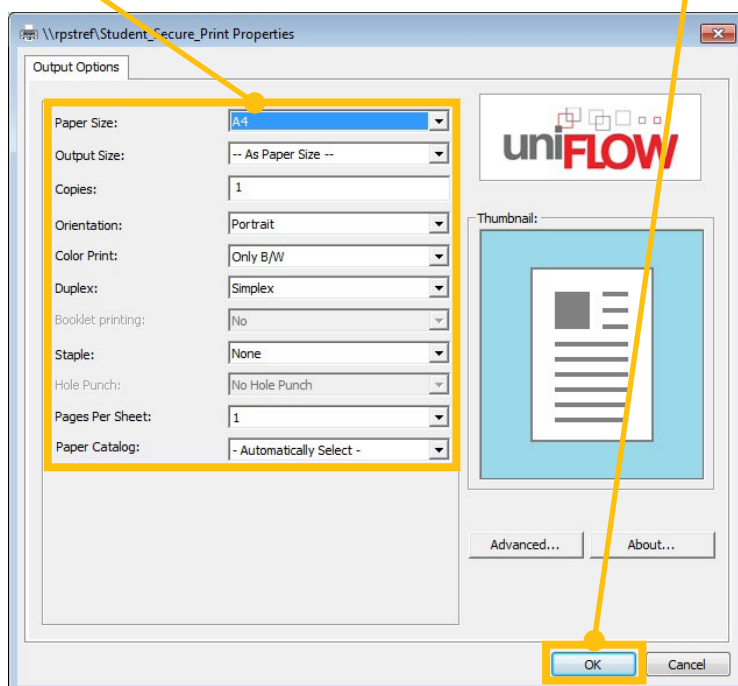
Newport City

\\rpsnc\\Student_Secure_Print
\\rpsnc\\Student_Mac_Secure_Print

To enable colour, double sided prints, hole punch, staple location etc., click on the 'Properties' button.



A printer properties box will now appear on screen, select options as required, once options have been selected press the 'OK' button.



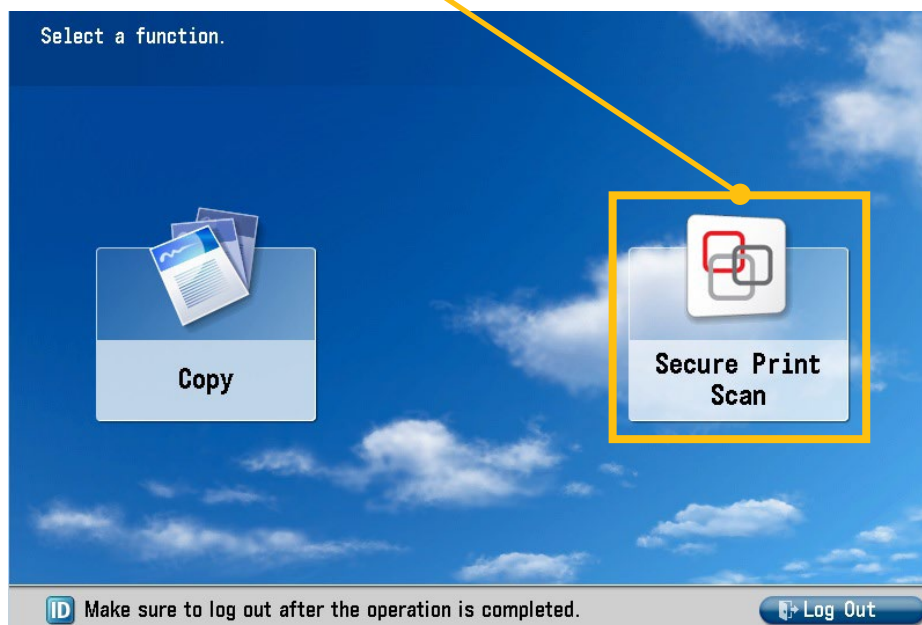
The print screen (top image) will appear once more, click on the 'OK' button in order to send your print jobs to the Universal print queue.

Step 2/2 - Releasing your work to a printer

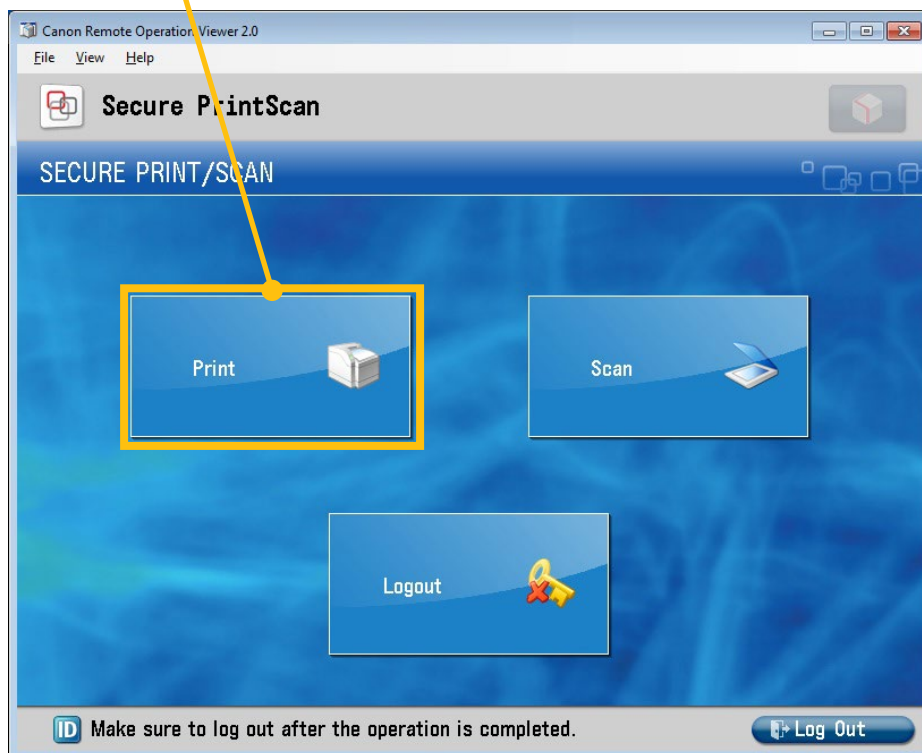
Once you are ready to release your print job(s), locate a printer and login using your student ID swipe card.



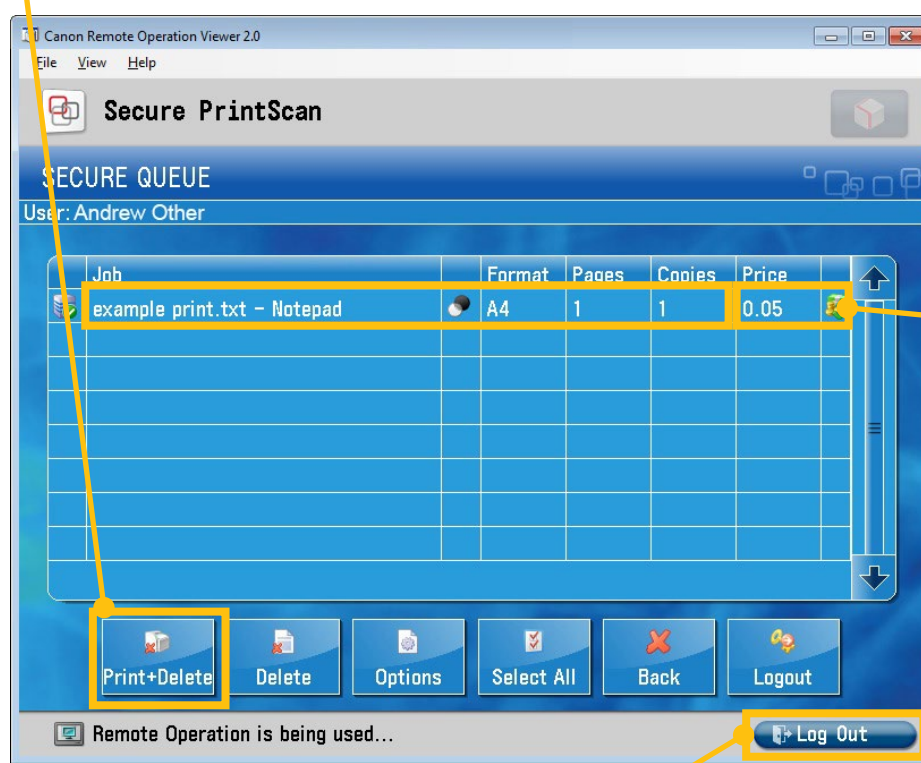
Select the 'Secure Print Scan' button.



Select the 'Print' button.



Select the print job(s) which you want to print, then select the 'Print + Delete' button located in the bottom left hand side of the screen.

**Important notice**

Please check that the cost of your printout(s) are correct before releasing them.

When you have printed your documents, select the 'Logout' button located in the bottom right of the screen.

There are a number of multi-functional devices (printer/scanner/photo-copier) located on University of South Wales campuses.

You can print your work on any of the multi-functional devices on any of our campuses, a full list of device locations are listed below.

Treforest/USW Sports Park

Brecon block : TRB006b
Dyffryn block : TRD101
Glynneath Building : TRG406, TRG502
Hirwaun Building : TRH114
Johnstown Building : TRJ206
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Print Costs

A4 Black & White (single sided):	5p
A4 Colour (single sided):	20p
A3 Black & White (single sided):	10p
A3 Colour (single sided):	40p
A4 Black & White (double sided):	10p
A4 Colour (double sided):	40p
A3 Black & White (double sided):	20p
A3 Colour (double sided):	80p