

Introduction

Print services at the University of South Wales work on a credit based system whereby members of staff have credit automatically deducted and charged to their department.

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 Staff print queues can be collected from multi-functional devices (MFD) located near to you, an up to date list of MFD locations can be obtained from [USW Print & Design](http://uswprintanddesign.co.uk/services) (<http://uswprintanddesign.co.uk/services>)

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

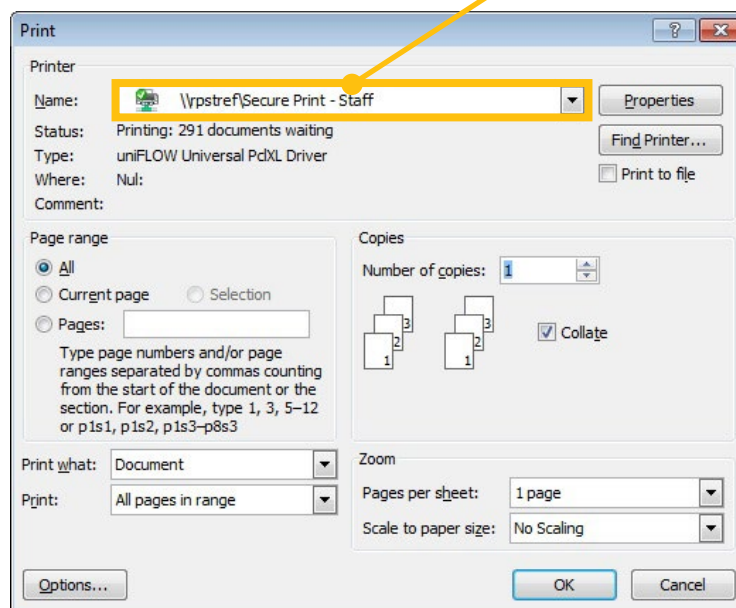
Hint

You can release your print jobs on any multi-functional device - on any University of South Wales campus, please be aware that after **48 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 Cardiff campus you will see \\rpscrd\\Staff_Mac_Secure_Print, alternatively - if you was using a PC on Glyntaff campus you would see \\rpstref\\Staff_Secure_Print

See below for a full list of print queues.

Treforest

\\rpstref\\Staff_Secure_Print
\\rpstref\\Staff_Mac_Secure_Print

Glyntaff

\\rpscrd\\Staff_Secure_Print
\\rpscrd\\Staff_Mac_Secure_Print

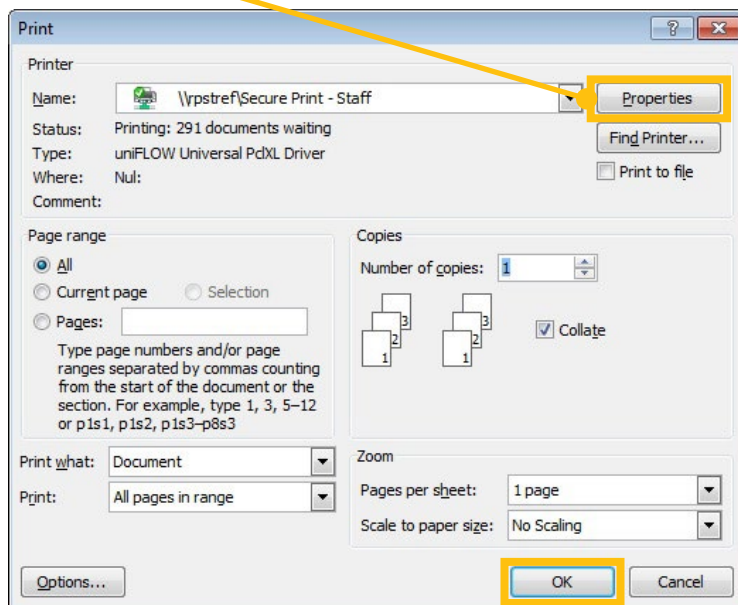
Cardiff campus - ATRiuM

\\rpscrd\\Staff_Secure_Print
\\rpscrd\\Staff_Mac_Secure_Print

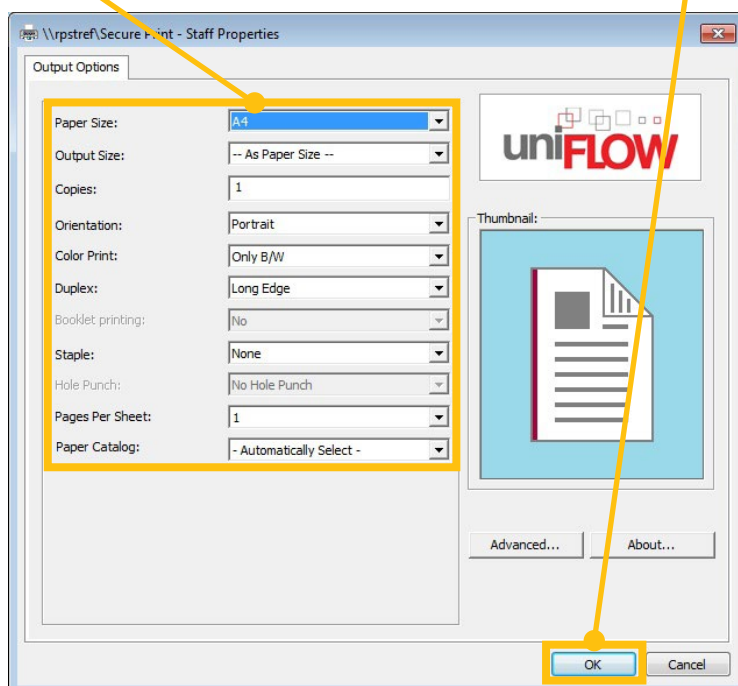
Newport City

\\rpsnc\\Staff_Secure_Print
\\rpsnc\\Staff_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.



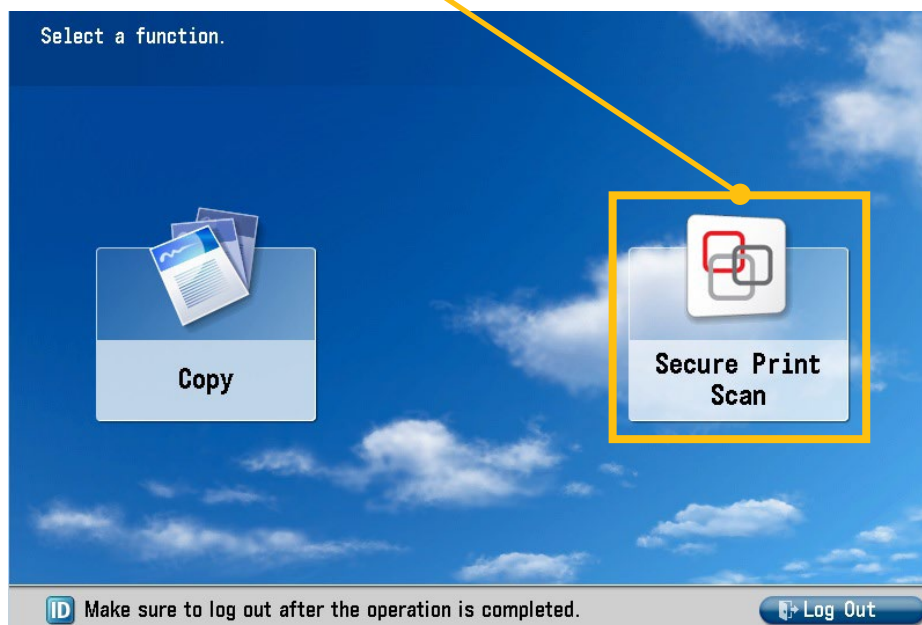
The print screen (top image) will appear once more, click on the 'OK' button in order to send your print jobs to the Universal print queue.

Step 2/2 - Releasing your work to a printer

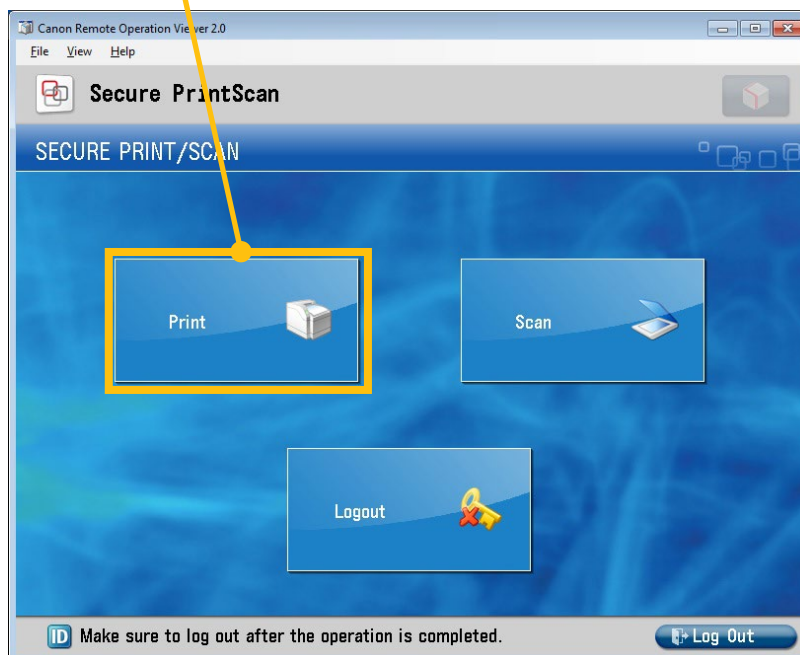
Once you are ready to release your print job(s), locate a printer and login using your staff ID swipe card.



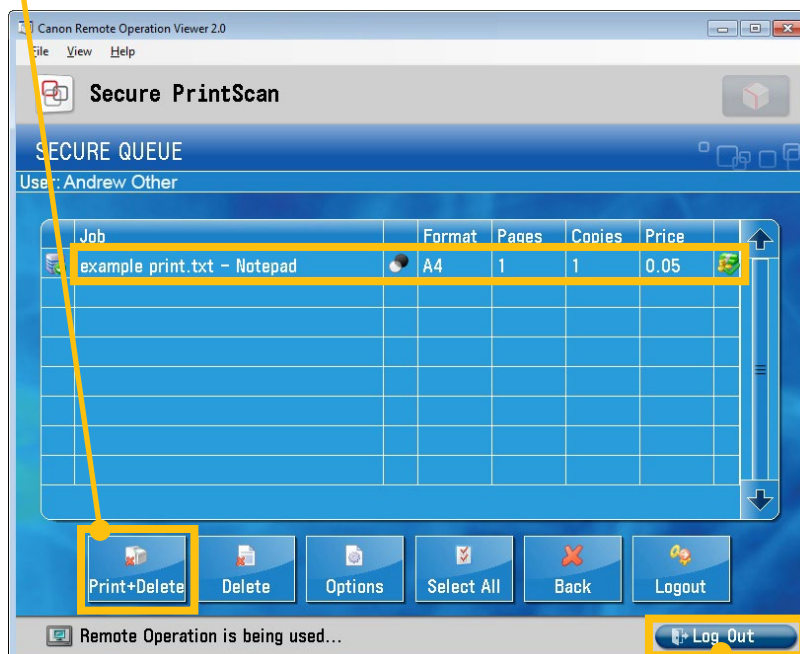
Select the 'Secure Print Scan' button.



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.



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