



Printing from Student Workstations

What does it cost and how do I pay?

- You need to have a 'Discovery' account (student computer account) to be able to print. This account will also allow you to access the computers on campus and Moodle. Go to the link below to create your 'Discovery' computer account.
<http://entrance.capitan.mala.bc.ca/student/studentaccounts/creaccount.htm>
- You pay for printing with a prepaid balance in your 'Discovery' account. Your account will be debited when you choose to print your print job from printer(s).
- You can add funds to your account online at <http://payprint.viu.ca>. Add or transfer a balance from your chip or student card at the Library service desk (Building 305, 3rd Floor).
- Printing costs 10¢ per page for black & white printing. Colour printing is also available in the VIU Library and Commons for \$1.00 per page.

Sending your print job

1. Select the **Print** command from the program in which you are working (e.g. Word, Explorer etc.).
 - a. Make sure you are printing to the correct printer in the room: some workstations will have more than one printer mapped. You will need to go to the **File menu**, select the **Print** command, and wait for the Print Dialogue box to appear. Click on the drop-down menu next to the "printer Name" field at the top of the dialogue box, and select the lab's building and room number as the printer. Click OK at the bottom of the Print dialogue box.
For example:
When you are in building 315 room 113, the printer would be 315-113hp
When you are in building 180 room 248, the printer would be 180-248hp
2. Click Print from the Print menu, this will send your print job to the print queue at the release station you have selected from the print drop down box in step 1 above.

Picking up your print job

1. Once you have added a balance to your student computer account (see "What does it cost and how do I pay?" section above), go to the printer. You will see a computer next to the printer: this is the **Print Release Station**.
2. On the Print Release Station, select the option "Student Computer Account"
3. Provide your Discovery account information in the Username and Password box.
4. A prompt will come up which will show 'Username' and may have your username already in the field. If you are attempting to retrieve a print job for another user, type in the user's student number instead of your own.

For more information about student printing, visit:

<http://www.viu.ca/technology/students/printing.asp>

