

Printing

What does it cost and how do I pay?

- Printing costs 10 cents per page for black and white printing. Colour printing is also available in the VIU Library and Commons for \$1.00 per page.
- 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).
- Add funds to your account using a credit card online at <http://payprint.viu.ca>, or use cash or debit at the Library service desk (Building 305, 3rd Floor). You may also transfer a balance from your old chip card.
- **To photocopy** in the Library, you will need a 4 digit **PIN**. Ask at the Library Service Desk or go to <http://payprint.viu.ca> and in the *Account tool* tab, leave the *Current PIN* field blank, put in a *New PIN* (4-digit numeric) and again to *Confirm*, and click *Change*.

Sending your print job

Select the **Print** command from the program in which you are working (e.g. Word, Explorer etc.). *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. Eg. the Library black and white printer is \\saltspring.it.int.viu.ca\305-hold-bw. Click OK at the bottom of the Print dialogue box.

Picking up your print job

1. With a balance in your student computer account, go to the printer. All computer access labs on campus have black & white printers. The Commons has 2 black & white printers, plus a colour printer. The Library has a black & white printer near the photocopiers on the main floor, and another on the 5th floor. 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.
5. Choose the jobs you want to print by clicking on them, and click the **Print** button on the screen.

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