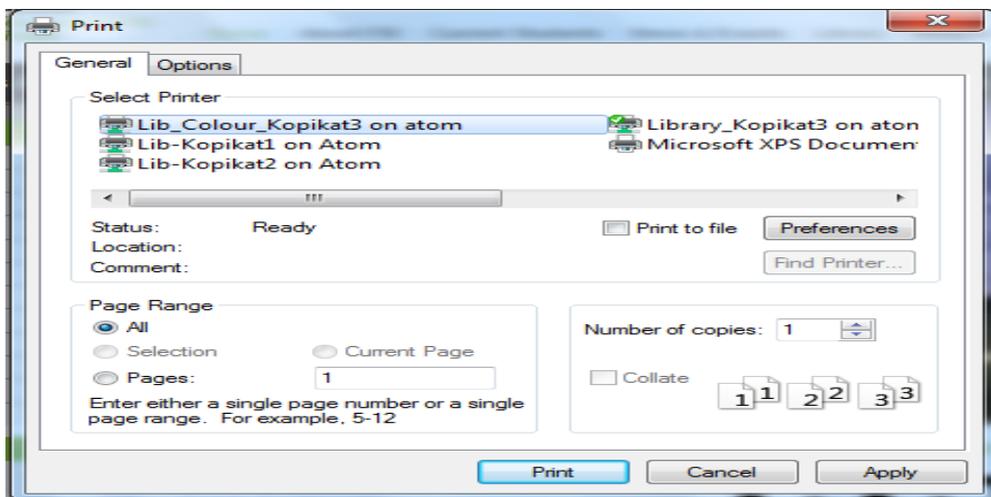


Topping up your print account

1. To top up.....Go to www.itb.ie/cashless
2. Enter your student number.
3. Students may top up their account by €5, €10, €15, or €20.
4. Select "Continue" when you have chosen the correct amount.
5. The system offers a screen confirming selection. Select the "Pay" button.
6. Enter in your credit/laser card details. The card will be debited and the users account will be credited with the selected amount.
7. A receipt will be emailed to your student email account verifying the transaction.

Printing a document

1. Go to File>>Print>>>Select the printer you want to collect the document from; **Lib-Kopikat on Atom 1, 2, or 3** for black and white printing or to **Lib_Colour_Kopikat3 on atom** for colour. *NOTE. Group study printers are **NOT** in the library, please double check your selected printer before confirming.*



2. Your account will be debited with the amount required to print the document, depending on the number of pages and whether you print in colour or black and white. A message will appear in the bottom right hand corner of the screen on the status of your print job, where it has been sent to and your account balance (click on this message to read it in full).



3. Go to the printer and release the job by entering your student number and password on the control panel of Kopikat printers 1, 2 and 3.

Using Mobile Print to print a document

Mobile Print allows you to email your documents directly to the Printer without having to send it from a PC.

1. To use the system, you need to compose a new email in your **ITB Student email account**
2. Attach the documents that you would like to print to this email ("attach as a copy")
3. Send the email to **mobileprint@itb.ie**
4. To print the document, simply log on to any of the Kopikat print devices in the library or the new device in the Group Study Area in A Block and select the **Follow-You-Printing** option
5. You will then be able to release the document in the normal fashion.

The following file types are supported.

- **Image files:** gif, png, jpeg/jpg, tif, bmp, pdf
- **Text files:** html, htm, txt, rtf, csv, log
- **Microsoft Office:** doc, docx, xls, xlsx, ppt, pptx
- **Open Office:** odt, ods, odp

It is possible to send documents from any mobile device/tablet/laptop etc. once the email is sent using your ITB Student email account.

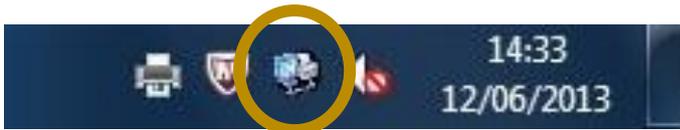
The service uses your existing print credit which can be purchased online here <https://www.itb.ie/cashless>

Costs per page are €0.06 for Black and White and €0.18 for Colour. (Note: If there is any colour in the document it will be charged at 18c per sheet)

Having trouble printing?

You can check whether there are any issues with your print job, credit or the printer itself:

1. Click on the Equitrac icon on the bottom-right of your screen



2. Then click on the Equitrac icon that appears on the bottom-left of your screen



3. Read the details of your print job

