

Printing at EIT

At EIT we use [PaperCut](#) as our printing system. As an EIT student you will use this to print your course, study and assessment materials. The following sections explain how to use PaperCut and to print at EIT. To top up your printing balance you will need to purchase a printing voucher from the library. There are values ranging from \$1.00 to \$20.00. Eftpos and cash are available. Auckland students can buy print vouchers to use to top up your account from the Auckland Administrator, Level 9, 238 Queen Street. Ph 09 3007410

You can also top up your printing account using one of the DocuPos kiosks. Only eftpos is accepted and are available at each campus.

Please Note: Refunds are not available. Please be mindful of this when topping up your printing.

Printing @ EIT

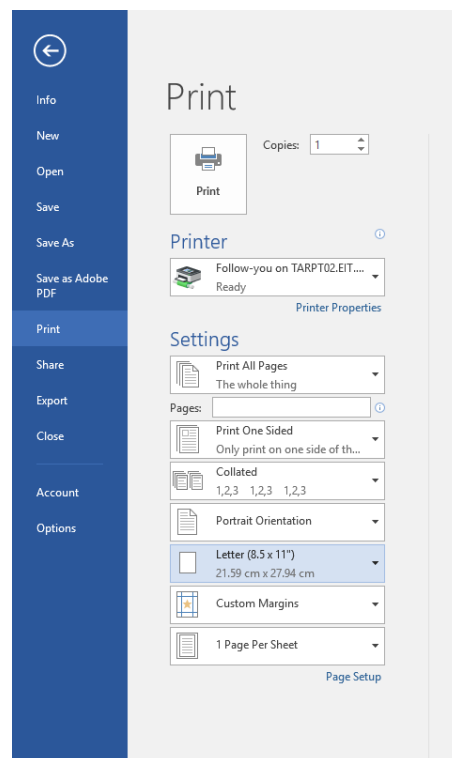
Below is an outline of how much printing costs at EIT.

A4	Black & white	Single-sided	5 cents
A4	Black & white	Double-sided	9 cents
A3	Black & white	Single-sided	11 cents
A3	Black & white	Double-sided	19 cents
A4	Colour	Single-sided	35 cents
A4	Colour	Double-sided	62 cents
A3	Colour	Single-sided	44 cents
A3	Colour	Double-sided	78 cents

Printing Your Document On-campus

How to Print

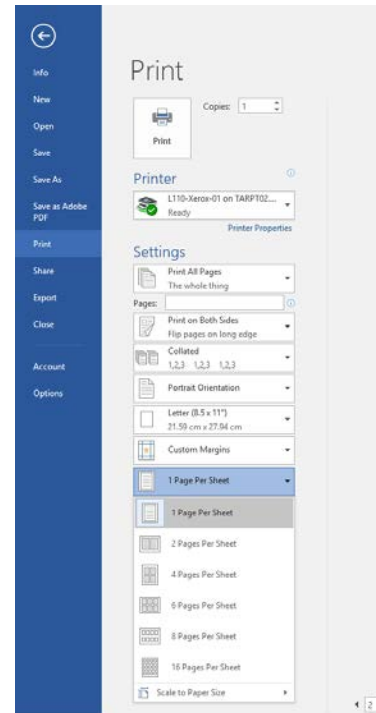
Click on **File << Print**



Printing Multiple Pages

There is a print option that allows you to print multiple pages of your document onto on sheet of paper.

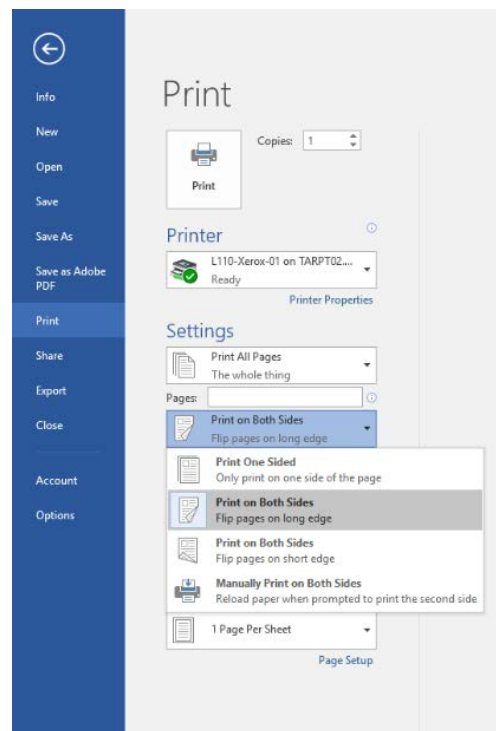
File << Print << 1 Page Per Sheet drop down menu



Printing Double-sided

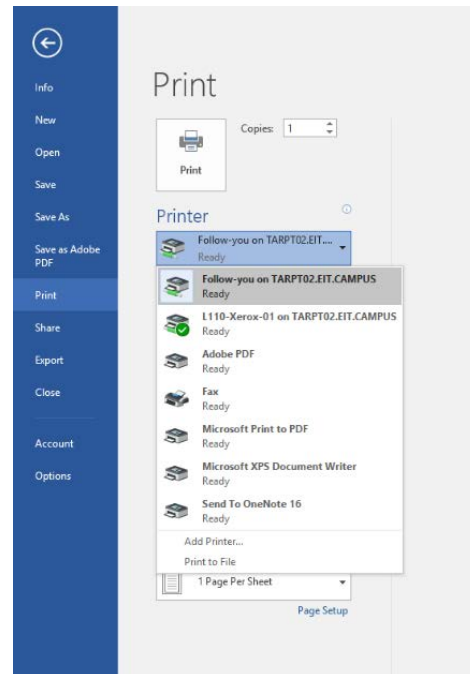
The printer defaults to single-sided printing. For double-sided printing:-

File << Print << Print One Sided << Print on Both Sides

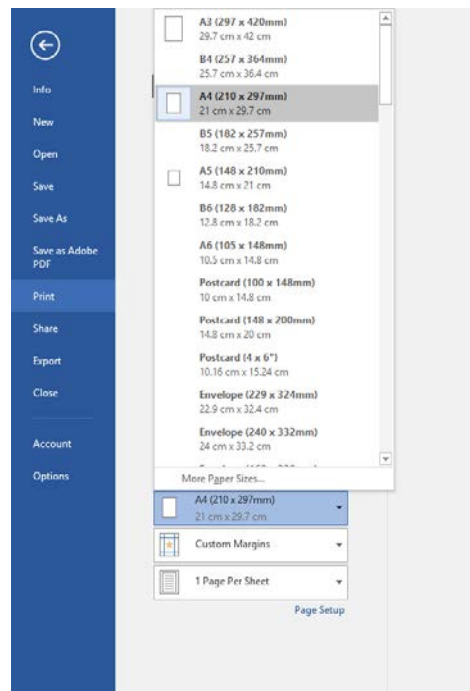


Colour Printing

Select the Follow-you printer on your campus (TARPT02.EIT.CAMPUS for Taradale or TAIPT01.EIT.CAMPUS for Tairawhiti) in the print dialogue box



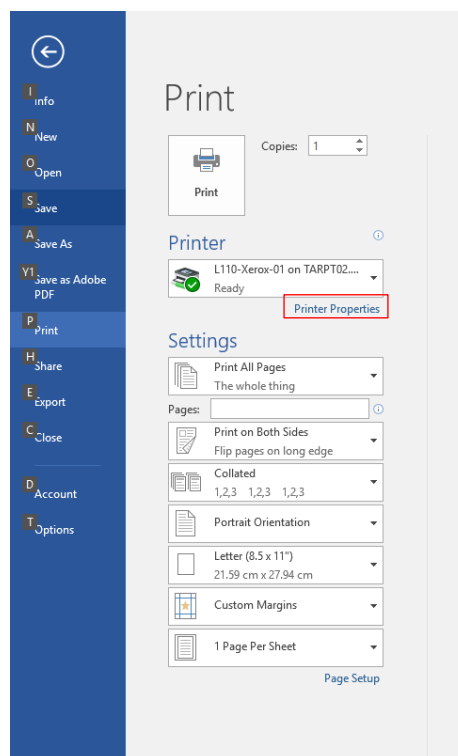
Make sure you have selected the appropriate paper size for your printing e.g. A4 or A3



Once you have selected the correct paper size, you need to change the Printer Properties to colour, otherwise it will print out in Black and White.

Printer Properties

Click on printer properties



The following dialogue box will appear. Choose the Output Color as below.

