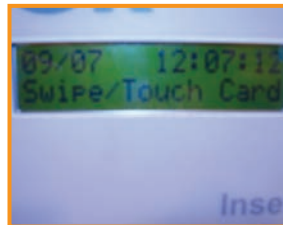


Learning Centre **Short Guide** to Setting Up Your Printing Credit

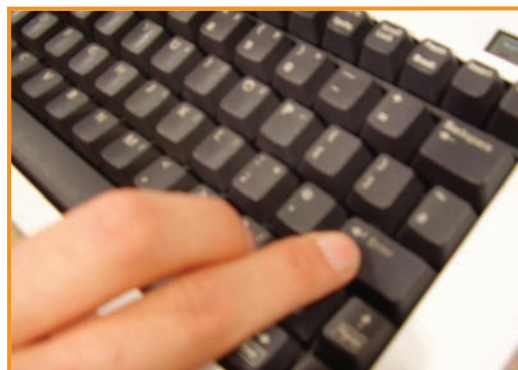
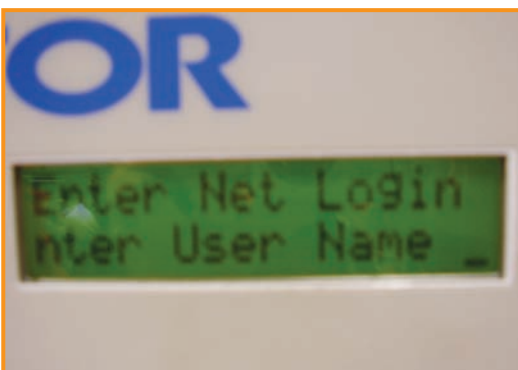
To set up your printing credit, you need to **swipe your ID card** at the Monitor machine on the pillar on floor 1.



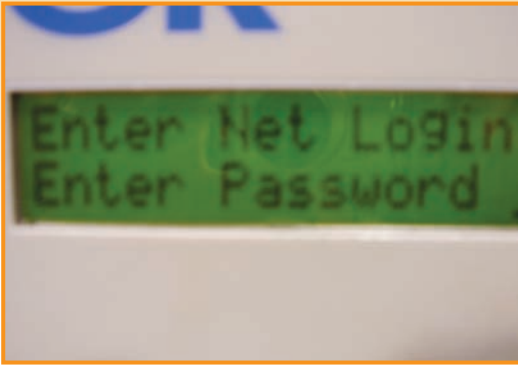
Make sure the black strip is facing to the right and into the machine



Type **'Y'** on the keyboard and look again at the window

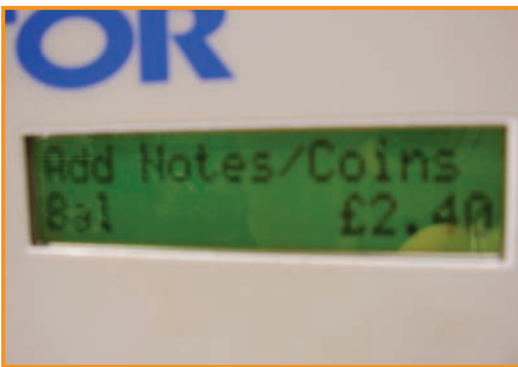


Type your username - usually **firstname-surname** - and press the **Enter** key



Type in your **password** and press the **Enter** key

Wait a moment while the machine processes your account. It will then display your credit. Normally you are given some free credit at the start of your course



REMEMBER to press the **Finish** button to close your account



To top-up your credit later, simply swipe your card, insert coins, and press the Finish button

Mono printing costs 7p per sheet, colour printing 12p per sheet, whatever the size.

Don't forget to ask one of the staff for help if you need it!

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