

# Print/Scan/Copy/Recharge Guide

This guide provides users with details on how to print & scan documents & recharge your printing account.

## Printing a Document

1. Open the Document
2. Print the Document by pressing Ctrl+P or File>Print menu.

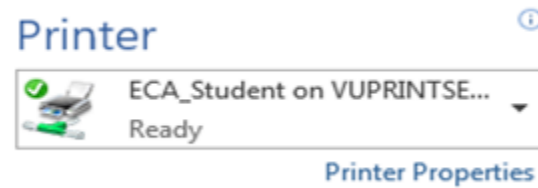


Fig: Printer

3. Select Printer “**ECA\_Student on VUPRINTSERVER**”
4. A pop up window will appear prompting for authentication.
5. Enter your **username and password** was provided on registration.



Fig: Login Popup on Computer

6. The print job is sent to our print server, now you can go to any printer you like and **tap your card** to card scanner on printer.



Fig: Card Scanner Area

7. On printer screen, you will now be logged to your account. **Press print release option.**
8. You will see the lists of the document you will be printing. If there is any undesired file you can delete that from print queue.

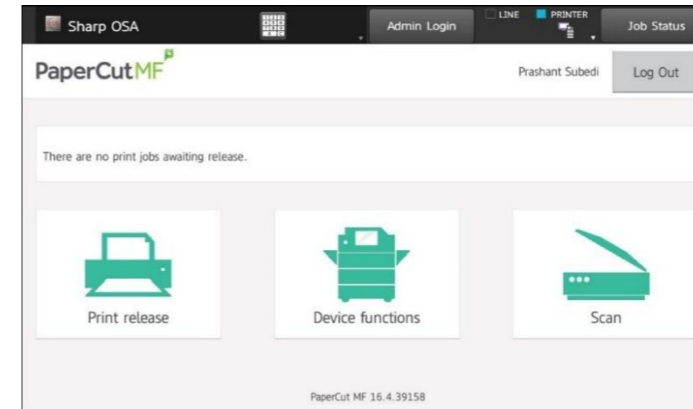


Fig: Main Screen after login

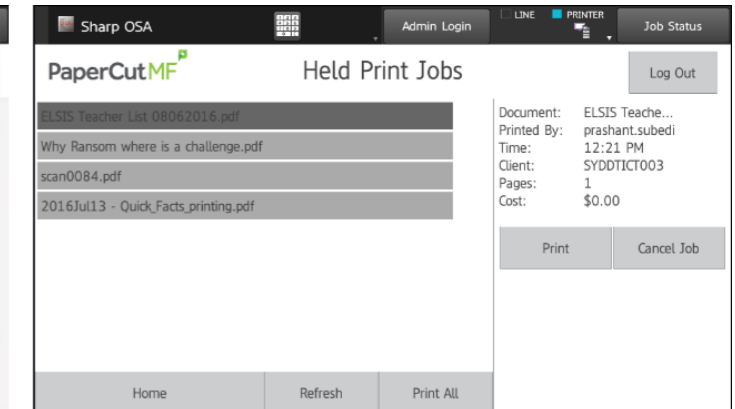


Fig: Printing Queue

## Scan a Document

1. Tap your Card to Card Scanner on printer
2. Click on Scan
3. Click on Scan to My Email
4. Your email will be displayed as provided in the time of registration.
5. Change the subject of scanning document if required.
6. Click on Start.

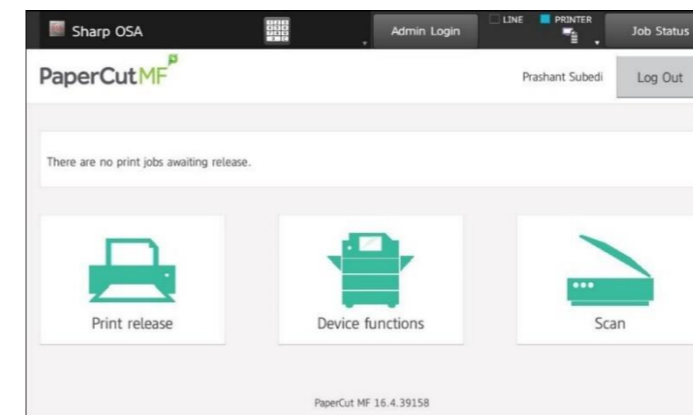


Fig: Main Screen after login

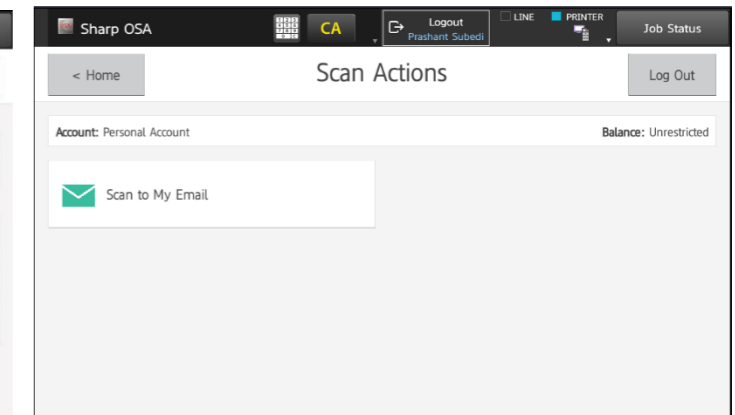


Fig: Scan

**Note: you can scan your document directly from here and sent to your email address.**

## Copy Document

1. Tap your Card to Card Scanner
2. Press Device Function
3. Press B/W start or Color Start to start copying

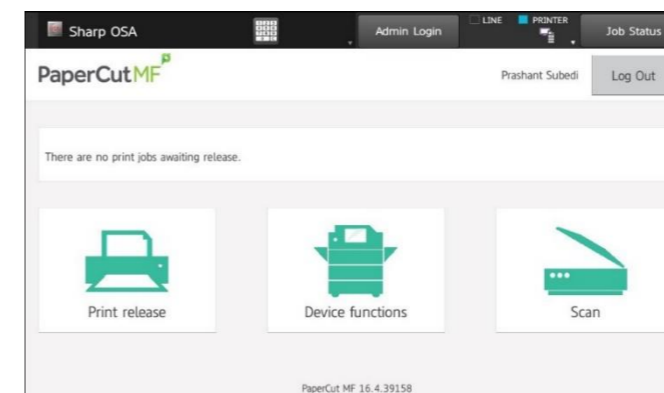


Fig: Main Screen after login

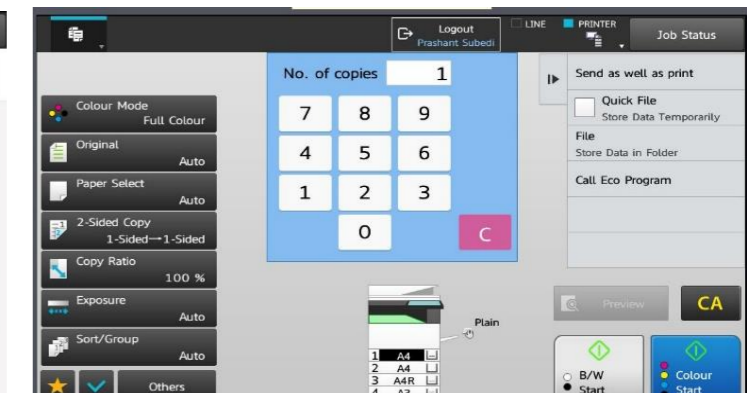


Fig: Copy Function

## Recharging Guide

**Step 1:** Go to your web browser. Enter <http://print.eca.edu.au> in your web browser. A login prompt will appear. Enter your credentials to authenticate.

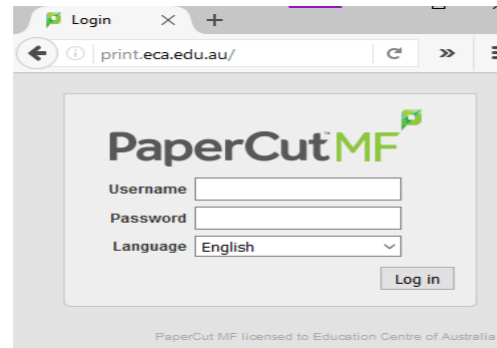


Fig: Papercut login

**Step 2:** Dashboard will appear with various details. Select **Add Credit** option from left pane. Select desired amount from **Amount to add drop down menu** and click **Add Value**. You will be redirected to external site.

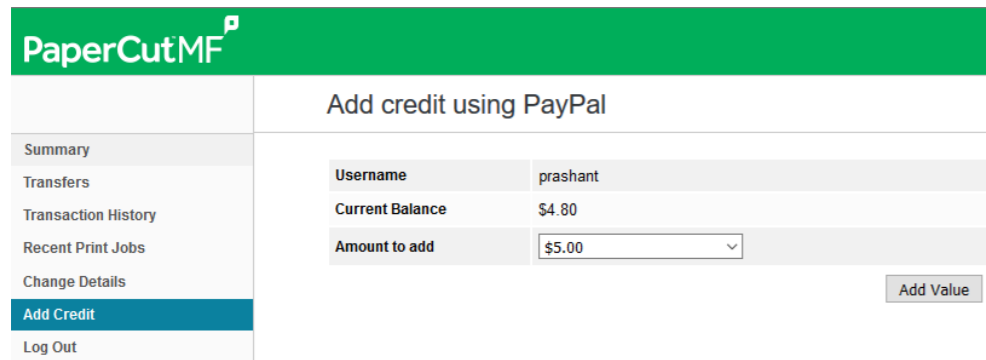


Fig: Recharge option

**Step 3:** Now a screen appears for your payment. Either you can choose PayPal to pay or use your debit or credit card. If you have **PayPal account**, use your **PayPal credential** to log in or click **pay with debit or credit card**. Enter you cards detail. Now you will see update amount in a dashboard.

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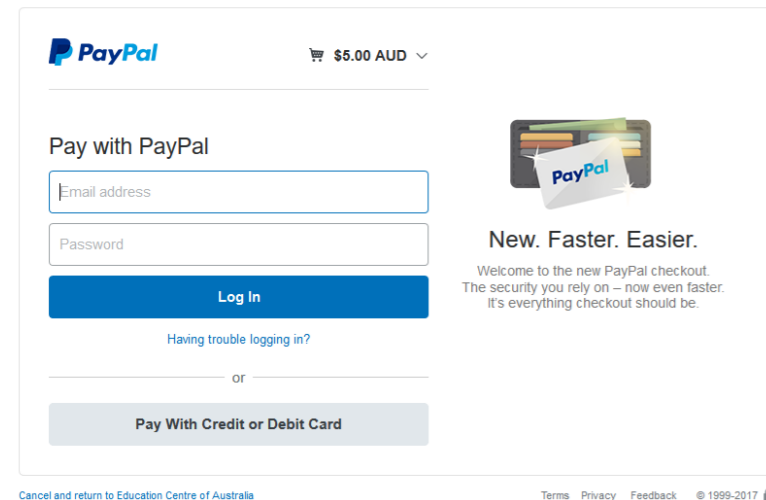


Fig: Paypal Detail

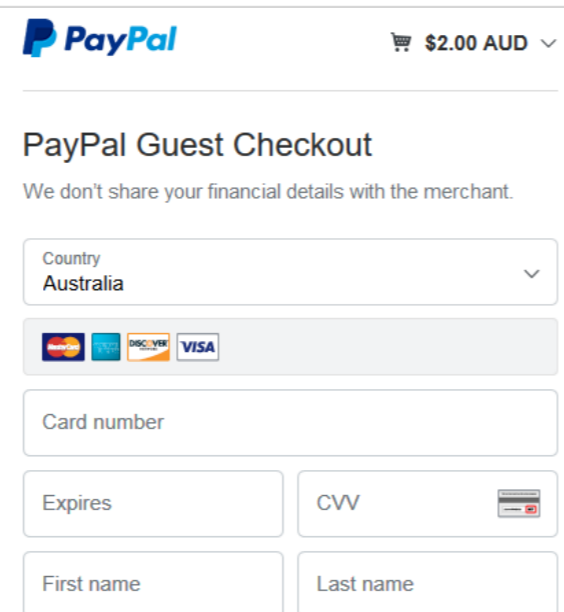


Fig: Credit Card Detail

## Cost of Printing

Printing and Copying:

Size	Color	Grayscale	Color Duplex	Grayscale Duplex
A3	\$0.15	\$0.10	\$0.25	\$0.15
A4	\$0.15	\$0.10	\$0.25	\$0.15

Scanning: \$0.10 Per Page