



Printing and Photocopying : Using your CAPS account

University Library

CAPS is the photocopying and printing payment system.

Students must use their University ID cards to charge their CAPS accounts and to activate copying on the photocopiers.

Printing: Print from UTAS computers by inserting your **username and email password** when prompted on your screen. You can see how much it will cost before printing is finalised. Money will be debited from your CAPS account at the point of printing.

To use the photocopiers and printers in the University of Tasmania Libraries you need to have credit in a CAPS account.

You may access this account with your University of Tasmania ID Card.

If you don't have a University of Tasmania ID Card, you can buy a reusable **Copy Card** for \$2.00 from the coin machine.

Insert at least \$2 worth of coins Press black **Eject button** to finish. Card will eject.



Getting started... The first step is to ensure you have money in a CAPS account by using your UTAS ID card to add credit.

Three ways to add credit:

1. Coins: Coin Machines are located in each branch library or in the Information Resources Area at the Cradle Coast Campus. Machines accept all coins from 5 cents to \$2 coins. (Remember the Library does not provide change)

2. EFTPOS at the Client Services Desks

No coins? You can load money onto your CAPS account using EFTPOS in all UTas Libraries. Use your ATM debit card at the Client Services Desk in all Libraries and from the Administration Office at the Cradle Coast Campus.

3. Self-service EFTPOS

Self-service EFTPOS is available at the Art, Clinical, Launceston Campus and Morris Miller libraries. For your convenience the self-service EFTPOS machine is located in the learning hubs

Photocopying

Photocopiers handle A4 or A3 (double A4 size) paper, make same-size, enlarged, reduced and back to back copies.



Personal Identification Number (PIN)

Copying is PIN protected: you will need to assign a PIN to your ID Card or Copy Card. Do this at any photocopier, or Client Services Desk, or at the Administration Office at the Cradle Coast Campus.

Your PIN should be a minimum of four digits.

You will need to enter your PIN on the card swiper terminal number pad at the start of every copying session.

If you forget your PIN or wish to change it ask at the Client Services Desk.

Photocopying and printing costs

For each copy you make, the appropriate amount of credit will be automatically deducted from your CAPS account:

Photocopying / printing costs	
A4 copy: 12 cents.	Network printer page (A4) B&W: 12 cents
A4 back-to-back copy: 24cents	Colour Printer (A4) MML only 50 cents
A3 copy: 24 cents	Microform reader/printer copy: 36 cents

Note: The Libraries do not provide change, however you are welcome to use EFTPOS.

Making a photocopy

Photocopiers handle A4 or A3 (double A4 size) paper, and make same-size, enlarged, reduced copies and back-to-back copies.

To make copies on a Library photocopier you will need to have credit in your CAPS account

Press **Function Clear** button before copying.

- Swipe your University ID Card or your Copy Card through the card swiper
The wide black stripe must be down and facing away from you
- Enter your PIN on the card swiper's number pad
- Check that you have enough credit to make your copies
- Place your original, face-down, on the glass plate of the copier and gently close the lid
- Select the number of copies you require
- Select any special settings you need - reduce, enlarge, etc.
- Press the green Print button
- If you want to make more than one copy of an item, it is a good idea to make one copy first and check the print quality before proceeding.
- Press the **Enter** button on the card swiper to close the connection to your account
The card swiper will automatically time-out from your account 45 seconds after the last page is printed.

University Department Copy Cards

Research Staff and Research postgraduates have the additional option to bring an IDR from their School Office Manager to the Client Services Desk during office hours Monday-Friday. IDR's currently take 24hrs to process. Please contact the Client Services Desk for details.

Copyright

Photocopiers in the Libraries and the Cradle Coast Campus must be used strictly in accordance with the provisions of the Copyright Act. In every case the onus is on the user to ensure that copying does not breach the Act -- any infringement is entirely the responsibility of the user.

There are notices near each photocopier setting out the main points of the Copyright Act.

Forgotten your PIN?

If you have problems with a photocopier or network printer ask for help at the Client Services Desk in your library or the Client Support Officer or Administration Office at the Cradle Coast Campus.

They can also help if you get a '**Card locked**' or '**Card inactive**' error message, or if your ID Card or copy card doesn't seem to be working.

Problems?

If you lose your University ID card or your Black Copy Card, ask at the Client Services Desk, or at your branch library, to see if your Card has been handed in as lost property. It is recommended you write your name on the back of the black copy cards.

For more information contact the library Service Desk on ph: 1818 (or 1300 304 903 external)
or Email servicedesk@utas.edu.au