

## Printing using CAPS

CAPS (Copying and Printing System) is the payment system used for printing in all centrally managed computing labs, including the Library.

You deposit money into a CAPS account and each time you print or photocopy the cost is automatically deducted from your account.

## Depositing money into a CAPS

**You must have your Student ID card when depositing money into your CAPS account.**

### Where do you pay?

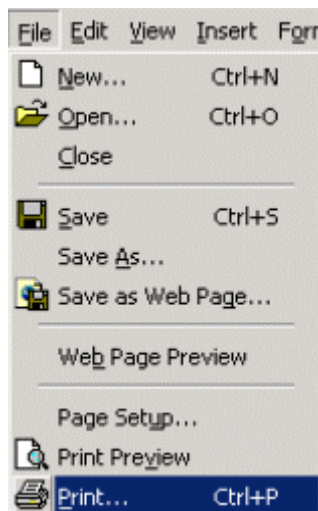
**EFTPOS** – use EFTPOS at the Service Desk in Hobart and Launceston and the Administration office in Burnie.

**Cash** – use coin machines in UTAS Libraries and the Information Resources area in Burnie.

**Other locations** – deposits to CAPS accounts are also accepted at the Contact Centre Hobart, Entrepot Art Supplies Hunter St, the Student Association Office in Launceston and some School offices. Acceptance of EFTPOS or cash at these locations depends on the facilities available.

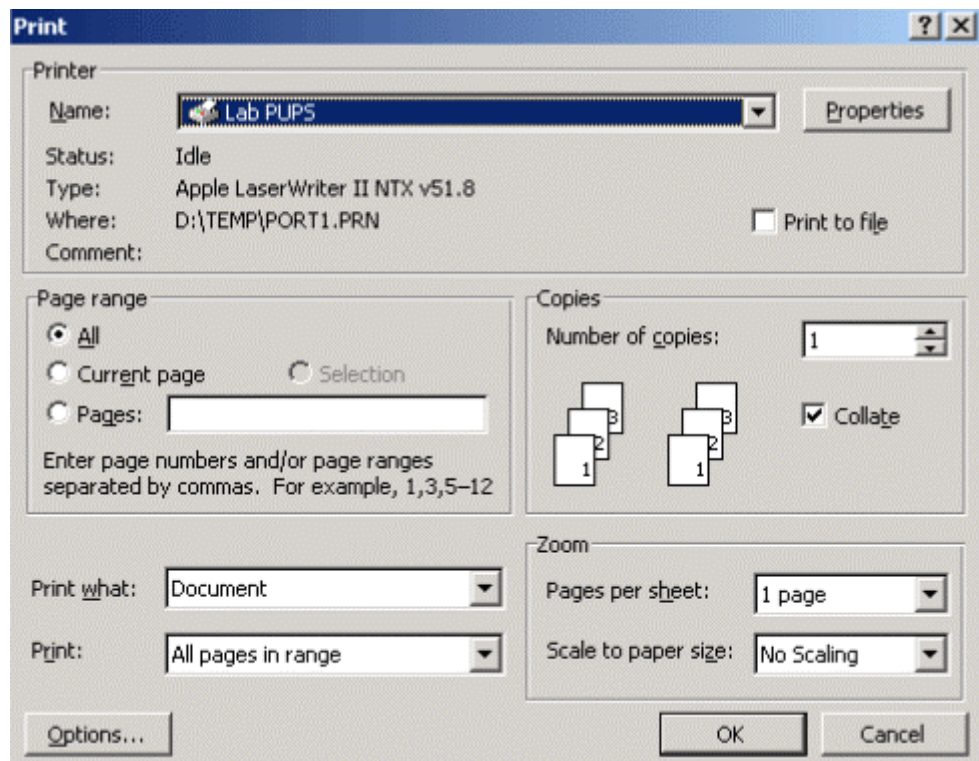
## Printing

1. From the **File** menu choose **Print**.

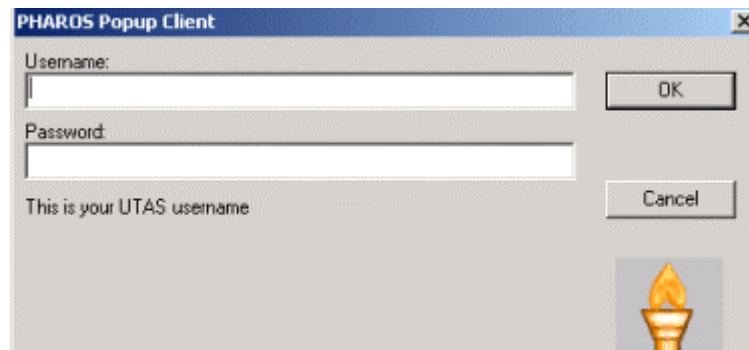


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2. Make your selections from the printer dialogue box, to choose the printer, pages to print and number of copies.



3. Click **OK**.
4. Enter your email **username** and **password**.



5. Click on **OK**.
6. The balance of your CAPS account will display and your document will print.

## Service Desk

Contact the Service Desk if you have problems printing.

Phone: 1818 or 1300 304 903 (off-campus)

Email: [servicedesk@utas.edu.au](mailto:servicedesk@utas.edu.au)