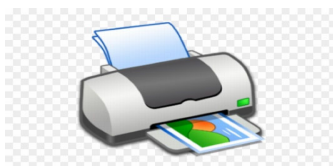


3 Quick Steps to Printing



PC counter is the campus wide pay for printing and photocopying system for students.

Step 1 – Buy Credit €€€€€

- ❖ You can top up your credit at the Vending Machine in the Library

Step 2 – Select & Print

Select **File and Print** from the application you want to print from e.g., Word/Excel etc

Then select a printer from the drop-down list – this is usually default to the nearest printer – make sure you pick bw (black and white) print if you are only printing in black and white. Pick Colour printer for colour printing

If you pick a printer with the word “copier” you are sending your document to Photocopier

Step 3 Release Print Job from PCounter

Open PCounter Student Printing at <http://pcounter.itsligo.ie/> or from <https://www.itsligo.ie/printingguide/>

The item you selected will display showing the number of pages, the printer selected and how much it will cost.

- ❖ Check that all details are correct
- ❖ Select Print to send the job to the selected printer
- ❖ The cost will now be deducted from your credit and the document will print

Printers & Photocopies in the Library

- Library Printer pool bw (black and white (bw) in the Info Zone)
- Library Printer pool colour (colour printer in Info Zone)
- Library Copier pool bw (you need to release your print job from the photocopier 1,2,3,4,5 or 6 - instructions on the photocopier in Info Zone)
- Library Copier pool Colour (you need to release your print job from photocopier 4, instructions on copier in Info Zone)
- Library Printer pool bw social (black and white printer(bw) on the Learning Zone, ground floor)

Library website <https://library.itsligo.ie/>