

# **HOW TO GUIDE**

## **Purchase Printing Credits**

Printing facilities are available at all TAFE SA libraries and hubs. You'll have \$10 added to your account when you enrol. This guide will show you how to purchase additional printing credit.

The maximum credit you can have on your account is \$50. We are unable to provide a refund of printing credits when you finish studying at TAFE SA.

### In this guide

- Purchase Credits
- View Current Balance and Transaction History

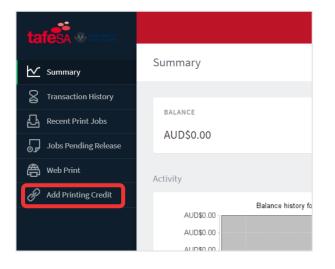
### **Purchase Credits**

You must be on a TAFE SA campus and using a TAFE SA computer to add printer credits.

1. Click on the **add printer credit** icon on the desktop of any TAFE SA computer.



2. The Summary screen will load. To purchase credit, select Add Printing Credit.



**3.** Enter your password and select **sign in**. This is the password you used to log on to the TAFE SA computer.

Password Verification	
Password	
	Sign In

4. Select a top up amount from the drop-down box, or select 'other' and enter the amount you would like to add. Select **continue**.

Top-Up Amount Please select the amount you would like to top-up your account.	
Your current balance is \$0.00	
Top-Up Amount Top-Up Amount '	
\$1.00	
	Continue

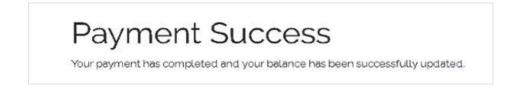
5. Enter contact details for the payment receipt and select continue.

Your Details Please enter your information below.				
First Name *		- Last Name "		
Email Address '				
Your Address Please enter the card holder's address below.				
Address Line 2				
Address Line 3				
City '		- State*		
Zip / Postcode *		Country '		
← Previous		Continue		

6. Enter your credit card details and select **continue**. Make sure you don't save your credit card details on the computer if prompted.

Name on Card *			
Card Number *			
Expiry Month*	Expiry Year *	Security Code *	

7. After payment you will be shown a payment success message. A receipt will also be emailed to the address you provided.



#### View your balance and transaction history

You must be on a TAFE SA campus and using a TAFE SA computer to add printer credits and view your balance.

- 1. Click on the add printer credit icon on the desktop of any TAFE SA computer. On the summary screen you can view your:
  - o current credit
  - o past print jobs
  - o balance history
  - o the environmental impact of your printing.

tafesA							
₩ summary	Summary						
S Transaction History							
Recent Print Jobs	BALANCE		(\$)	PRINT JOBS		ē	PAGES
Jobs Pending Release	AUD\$0.00			3			21
Heb Print	Activity					Environm	ental Impact
🔗 Add Printing Credit							
	AUD\$0.00	Balance his	story for steve.reutens(	@student.tafesa.edu.a	u	Ø •	.1% of a tree
	AUD\$0.00					55 1	39 g of CO2
	AUD\$0.00						
	AUD\$0.00 -					<b>5</b> 8	.7 hours running a 60W lig
	AUD\$0.00						
	AUD\$0.00						
	-AUD\$0.00						
	-AUD\$0.00						
	-AUD\$0.00						
	-AUD\$0.00						
		21 Nov	28 Nov	5 Dec Day	12 Dec 19 Dec		

2. Select **transaction history** to view your past transactions. You can find information about past transaction dates, amounts, balances after the transaction and the transaction type. Transactions showing 'account recharge' in the comment section are completed recharges.

✓ Summary	Summary		
Transaction History			
Recent Print Jobs	BALANCE		
Jobs Pending Release	AUD\$0.00		
🖨 Web Print	Activity		
Add Printing Credit	Balance h		
	AUD\$0.00		
	AUD\$0.00 -		

3. You can export or print a transaction history summary by pressing on the buttons below the table.



### **Getting help**

Get in touch with our Student Hub or Library staff if you need help.