



## Blaxland High School Library



### Printing & photocopying in the Library

With **PaperCut** students can now print from any school computer to the Library printer and photocopy and scan on the Library photocopier. The system works via a centralised copy management system called **PaperCut** and utilises swipe or proximity cards e.g. OPAL cards

#### Requirements

1. Students will need to use either:
  - An OPAL card, or
  - A Blaxland High School Student ID card + a purchased 'smart' label. The cost is \$2.50 and is available for purchase from the front office. The "smart" label can also be placed onto a key ring.
2. Students will also need to purchase credit via the front office.

Students now need to link their swipe card to their account. This can be done by:

1. At the Library photocopier wave their OPAL card above the card reader, as they would when using their OPAL card to catch a bus or train. At this point they will be instructed that the card is unknown to the system.
2. When prompted students must now enter their BHS computer network username and password and press set. The card will now be linked to their account and the system will be ready to use.
3. Students can now print from any computer in the Library including from their BYOD device - as long as they have credit.

**Prices for printing are: 5c per A4 black and white**

**10c per A4 color**

**NOTE: The PaperCut system does not access NSW State Rail funds that are linked to the OPAL card; it only uses the smart chip which is located in the card to link to the PaperCut copying system.**