Monaghan Institute

Student Card

Dear Student

Your Monaghan Institute student card is valuable it will be your official identification card for the duration of your course at Monaghan Institute.

It is important that you look after this card as a **replacement fee is €30.**

What is the Student ID card for?

Your Student ID card will serve as your **official identification** for all college related matters, while also giving you **access to many of the facilities/services** across the campus. You will need your Student ID card when:

1. **Printing and Photocopying** via the Managed Print Service

2. **Borrowing books** from the library.

3. **Canteen Services** - You can also use your card to purchase Food and Drinks in the canteen once you have sufficient funds on your card.

How do I put funds on my card?

There are two ways of topping up your Monaghan Institute card

1. On-line via web centre and this can be done via the link picture below on the colleges website http://www.monaghaninstitute.ie/

2. At Monaghan Institutes Canteen – you will be required to present your card to the Canteen Cashier and request a top-up for the cash amount you want i.e.€5,€10 etc.

**Please note €5 is the minimum top up amount allowed. Your card will have a complimentary €1 value already on the card ring-fenced to allow you to start printing/photocopying straight away.

1. Printing and Photocopying

There are 6 Printers/Photocopying machines (as per pictures) located throughout the college in the locations marked on the Monaghan Institute map detailed below. Each machine acts as both a printer and a photocopier.

Ground floor

1. New Canon 400i

First Floor

2. New Canon 400i
3. New Canon 400i
4. New Canon 5250- this is a colour photocopier/printer and is located in the Library

Second Floor

5. New Canon 400i
6. New Canon 5030i - this is a colour photocopier/printer and is located in the Social Area

Monaghan Institute
Printer Station MAP

Printer Logos on Map

Floor Codes

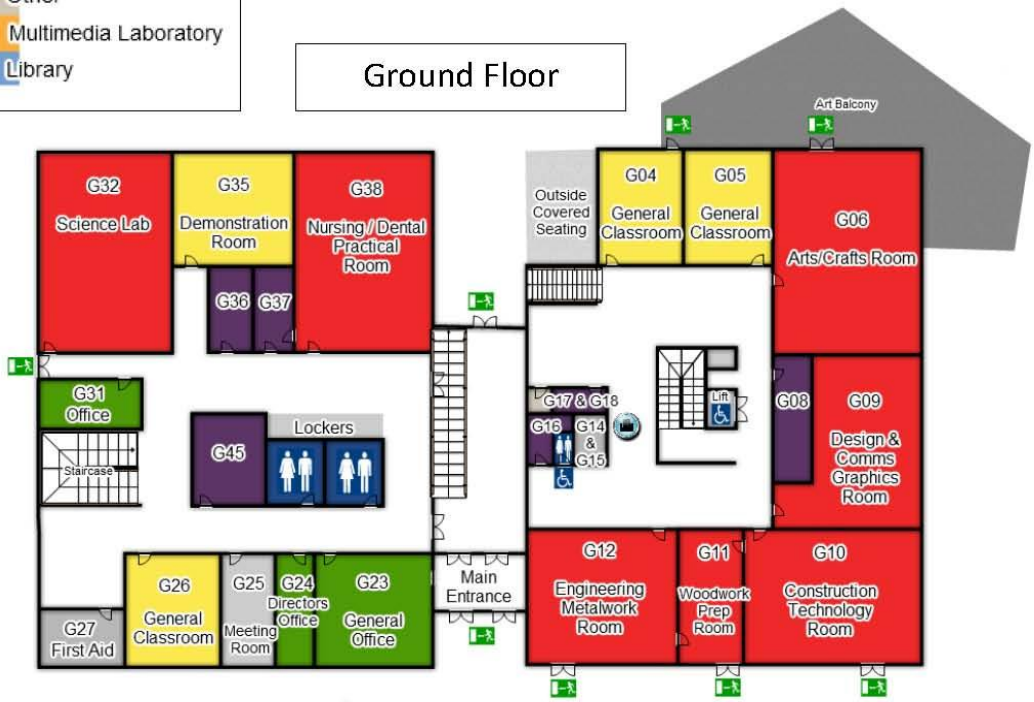
LG Lower Ground Floor
G Ground Floor
F First Floor
S Second Floor

Room Key

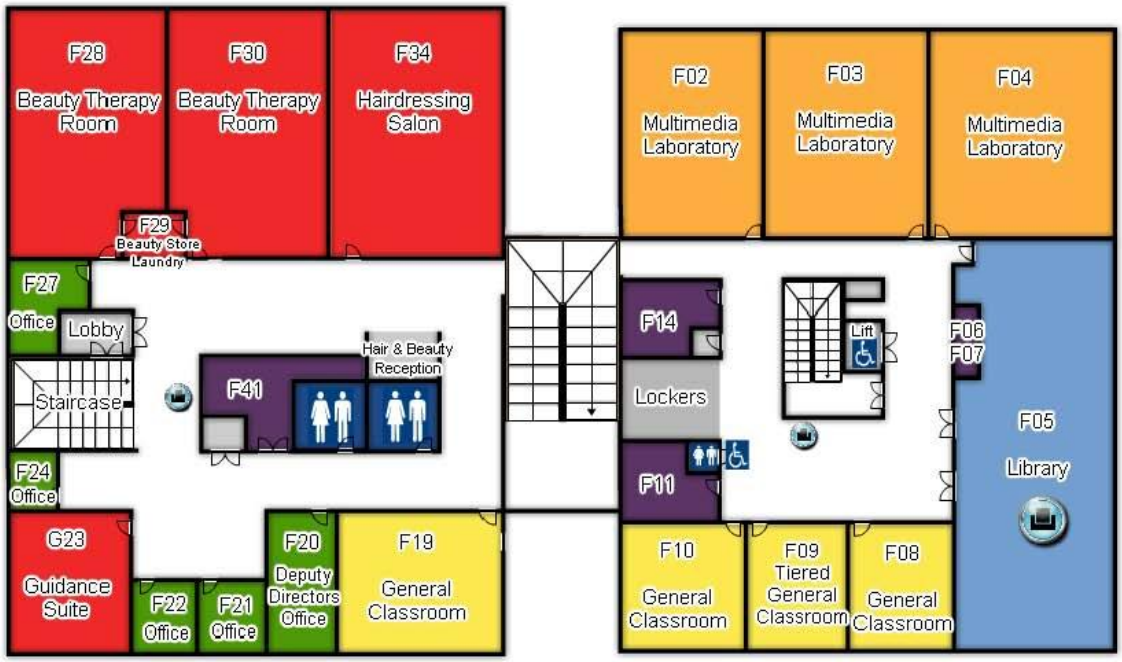
- General Classroom
- Purpose Classroom
- Office
- Storage
- Toilets
- Other
- Multimedia Laboratory
- Library

Lower Ground Floor

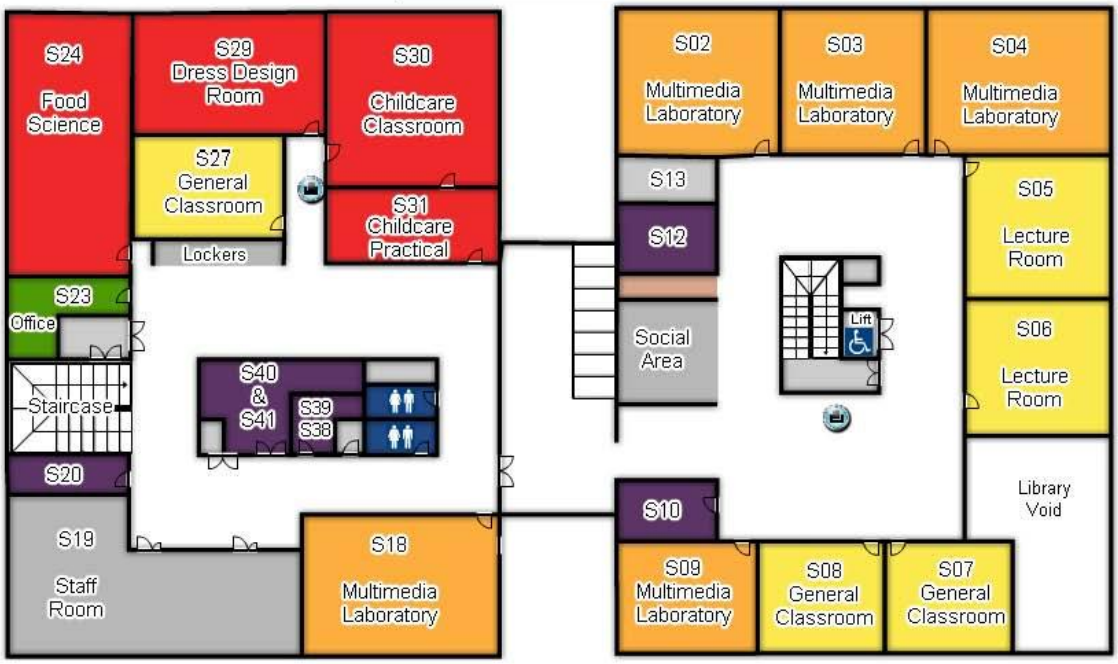
Ground Floor



First Floor



Second Floor

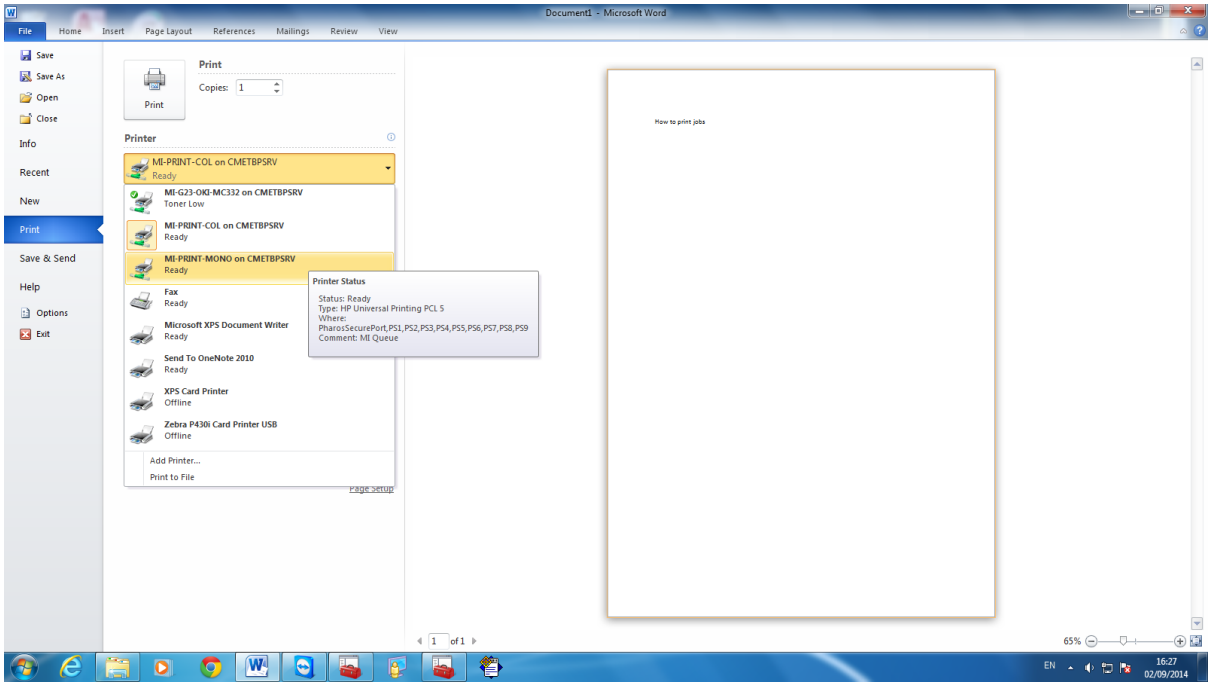


The Cost of Printing/Photocopying is as follows:

Paper Size	Attributes per copy	Monaghan Institute Default Cost per copy
A3	Single sided Black & White	€ 0.10
	Duplex Black & White	€ 0.09
	Single sided Colour	€ 0.60
	Colour Duplex	€ 0.55
A4	Single sided Black & White	€ 0.08
	Duplex Black & White	€ 0.07
	Single sided Colour	€ 0.45
	Colour Duplex	€ 0.40

Printing

How to send a print job to the printer:



Once you select file and print you will see a number of printers from the drop down menu. The printer options are as highlighted in yellow.

There are 2 printer options

1: Print in Black and White (Mono) which can be collected once you present your student card at any of the devices in the College.

2: You should only select MI-PRINT COL on CMETB if you want to print your document in colour. Colour printing can be collected once you present your student card at the 2 colour devices in the college as marked on the map and these are located in the Library and the Social Area 2nd floor.

You should at this point select how many copies you would like and then click on the print button.

Printing from Smartphones and Tablets (mobile devices)

Printing from Smartphones and Tablets (mobile devices) is via email.

Send your document to printme@cmetb.ie

You will receive the following email text back from Everyone Print. This will request you to register your email address by inputting your College student username and password. This will associate the email address with your account and send the document to be collected at any of the printer/photocopier devices in the College. You will only need to register once if you use the same email address every time.

"You have sent a print job to CMETB via email printme@cmetb.ie. We do not recognize your email address veronicafeeney@cmetb.ie. To send print jobs from this address, please visit the registration page below. It only takes a minute to register your email address with the printing system, and you only have to do it once.

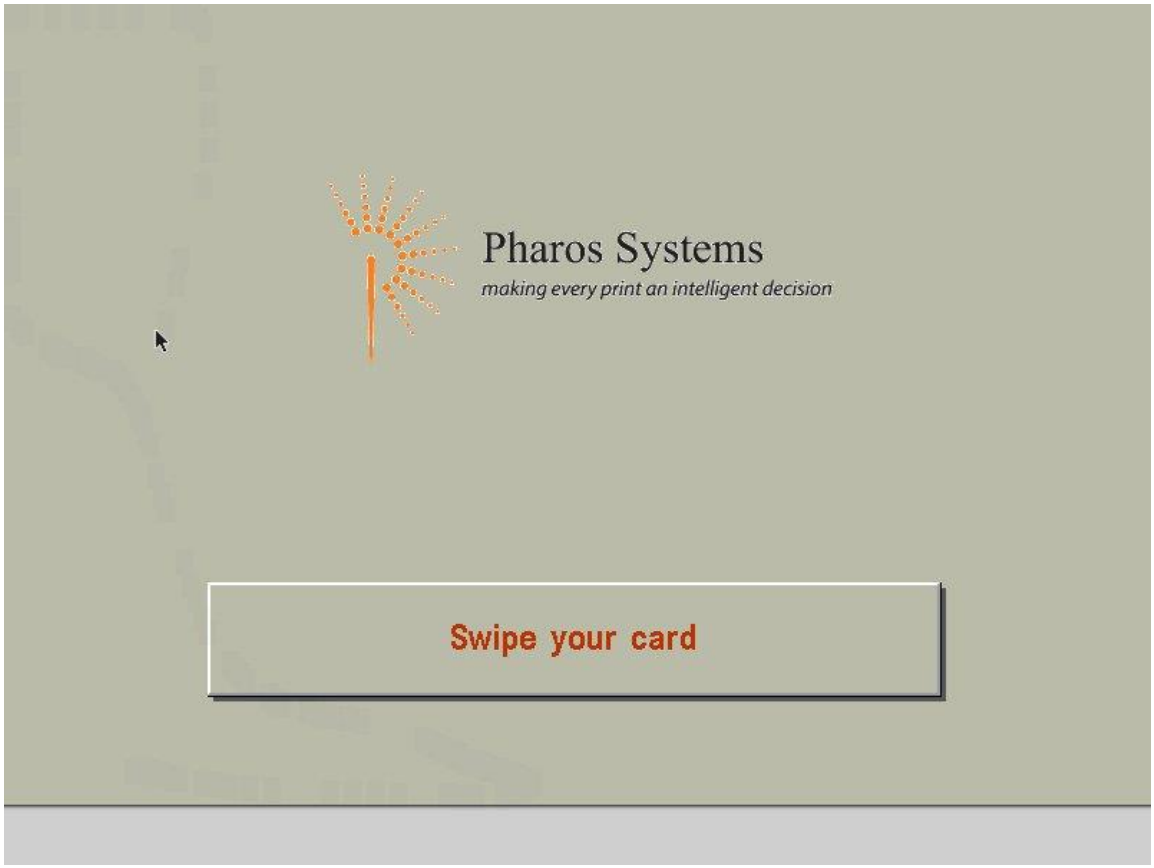
Go to:https://print.cmetb.ie:9443/registeremail/?id=4550324e716b4b7132673d3d

Once you have registered you will receive a further email confirming that you have been registered.

All emailed documents from Smartphones and Tablets (mobile devices) can only be printed in A4 paper size. If you have sent a colour document and you wish to print it in Colour you must collect this print job from one of the two colour devices that support colour in the college i.e. Library or Social area on the 2nd Floor.

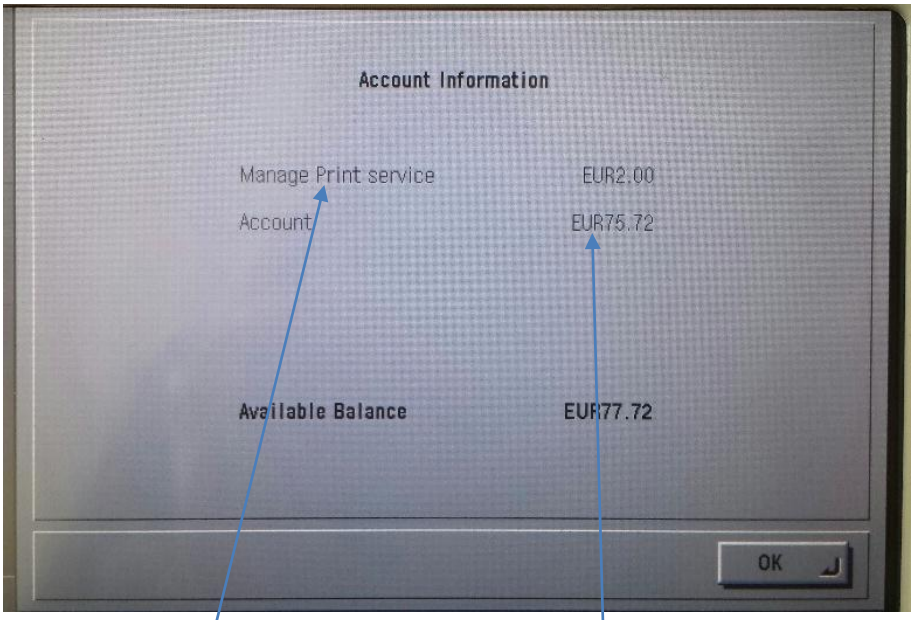
Photocopying

When you use one of the Canon Printing/Photocopying devices you will now be presented with the screen below.



Present your Student/Staff cards to the card reader attached to the copier. It will detect your card from close proximity.

You will see the following screen

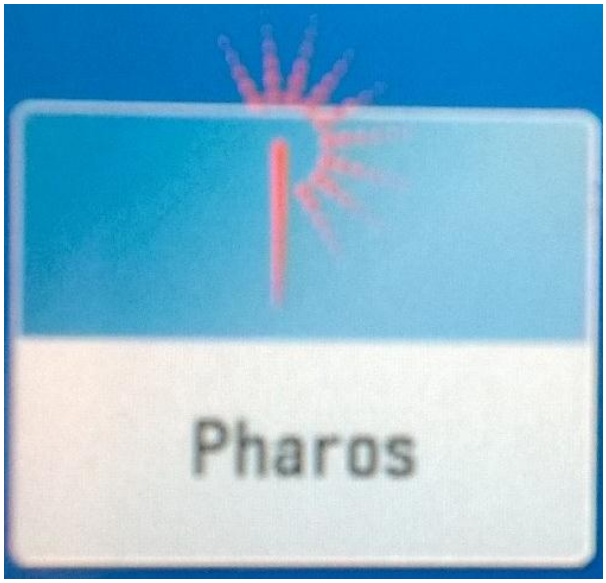


Managed Print Service should have a balance of €1 as the college has funded this amount to get you started.

Account will be €0.00 until you top up your card with funds either using the online option or at the Cashtill in the Canteen as set out earlier.

Each time you present your card it will call up your available balance. Press OK

You will see the Pharos button below in the middle of the screen.

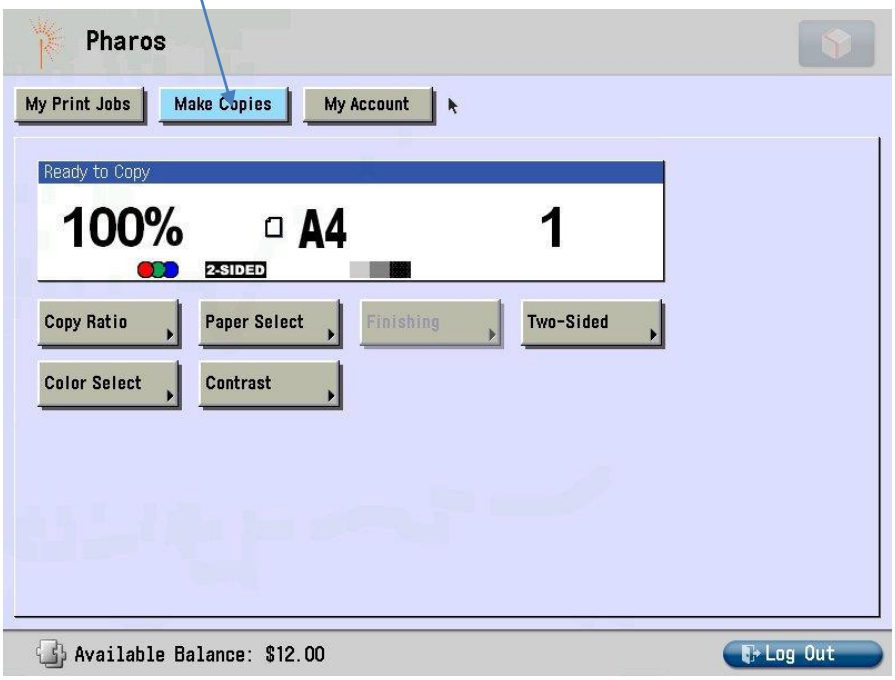


Press this button and the first screen you are presented with is queued documents that you have sent to the printer.

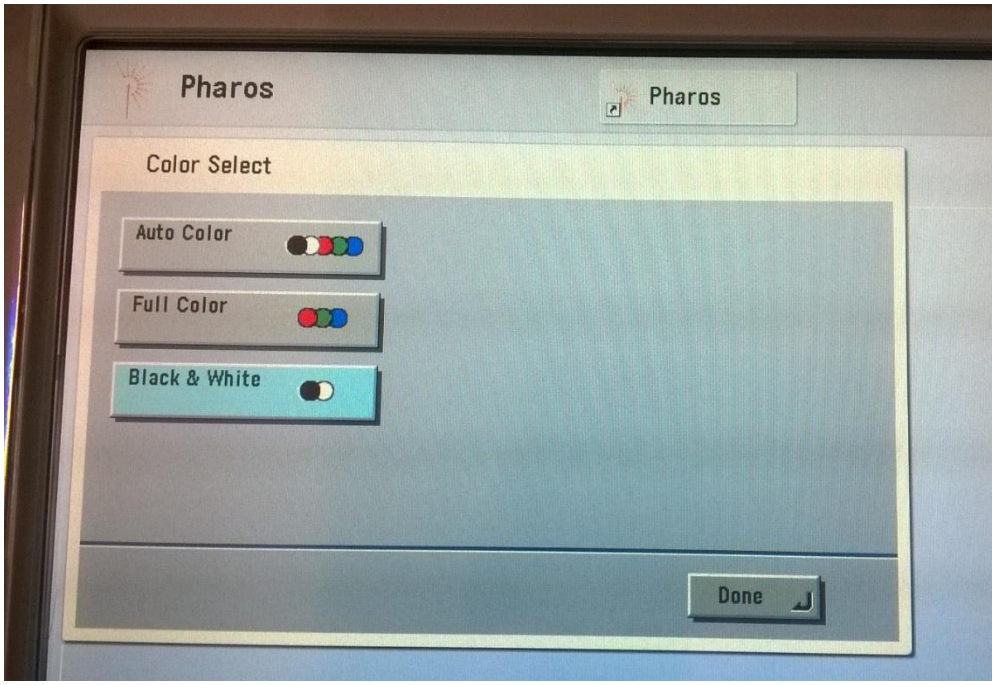
You can view the list of print jobs you have sent. At this point you can also see how much each print job is going to cost. There is an option to delete the print job, Print all or print only the ones you have selected. Print jobs will automatically delete after 24 hours so ensure you remember to collect!

To photocopy

Please press the ‘‘make copies’’ button and this will open the copying screen of the photocopier for you.



You can photocopy as normal from here choosing colour select options as detailed below.



To view your account balance at any time just press the My Account button.

2. Borrowing books from the library.

Your Student Card will also act as your Library Card and is your key to borrowing from the resources the Library has to offer. It is also used to pay penalties that you might incur for late return of library resources.

3. Canteen Services

- You can also use your student card to purchase Food and Drinks in the canteen once you have sufficient funds on your card. As before present your card to the cashier at the till point and he/she will proceed to swipe it. Your balance will come up on the cashiers till and if you have sufficient funds on your card the cost of your food and drink will be deducted from the card.
- The Canteen till point also provides you with the facility to top up money directly to your card for all uses in the college. Present your card to the cashier and he/she will swipe it. Your balance will come up on the cashiers till. At this point you must advise the cashier by how much you wish to top up and that amount will be credited to your card with immediate effect. Please remember €5 is the minimum amount for top-ups!

Please note at all times you can pay cash for your food and drink purchases in the canteen.

The End