

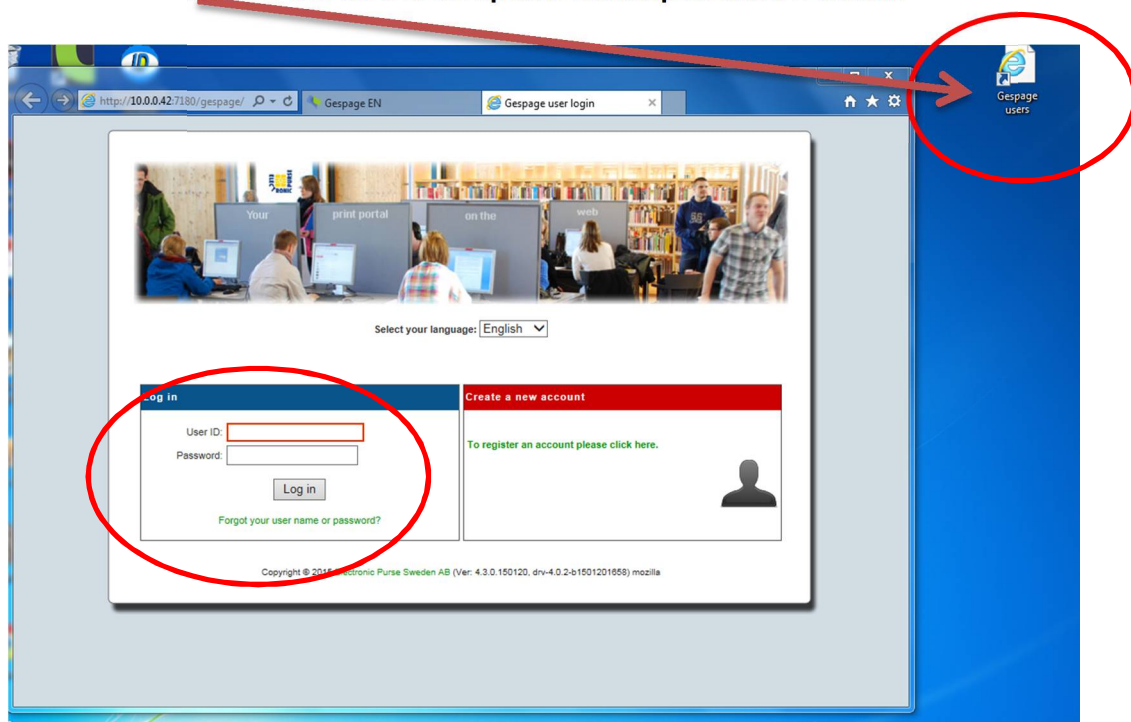
REGISTERING A NEW USER ACCOUNT PRINTING/PHOTOCOPYING

Students can now print documents from this computer or remotely once registered. There is a small charge for printing/photocopying and students can purchase credit at reception. The cost for printing is €0.10 per page. The student card also acts as your printing/photocopying card. All GBS students get €50.00 credit to print once they have registered for a printing/copying account. Please come to reception once registered and your credit will be added to your account.

(1) To print, use the computer located in the printing room



(2) First register as follows –log onto <http://10.0.0.29:7180/gespage/> or click on the icon on the on the computer desktop as shown below.



- (3) Register a new user account click on the green link "To register an account please click here" as displayed in the screenshot below. You will then get a form to fill in with username and password etc



Create a new account
You must accept our rules, and enter valid information in all fields!
A&C are not valid characters.

Preferred account name:

Your email:

Password: min 6

Re-enter password: min 6

Your name:

☐ I accept the rules.
[Read the rules...](#)



- (4) If the registration was successful you should see the following screen in your browser

Success registration!

Registration was successful.
Receipt was sent to kalle@kalle.se
To print or make a copy you must load your account with a value.
To load your account:

- 1; Press OK below.
- 2; Log in to your account.
- 3; Press Buy balance.
- 4; Then follow the instructions.

Click on the **OK** button.

- (5) Enter the 8 digit number on the back of your student card into your account profile
(this will only need to be done once)





Edit user account

User name: **paudie**

Your name:

Your email:

Password: min 6

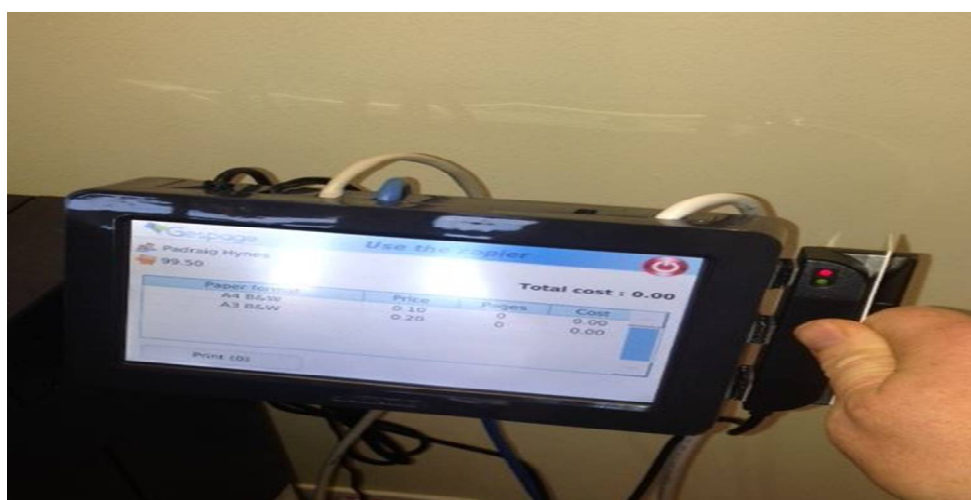
Re-enter password: min 6

Card id:

Select language:

**Your email address is missing.
E.g:
donald.duck@ducktown.com**

(6) Swipe your student card on the card reader and follow the instructions to print/copy



Please take care of the machine –and if you need help, please ask a member of staff

