# How to Top Up for Printing Account



Top up to Print System











ΚΟΝΙζΛ ΜΙΝΟΙΤΛ





# How to Top Up for Printing Account

2 Se	lect the a	amount	<b>1</b> Fill in your details
AMOUNT to Top Up			Top Up Information
RM10	RM20	RM30	Campus*
RM40	RM50	RM60	Mobile Number*
			Email* @student.newinti.edu.my
			3 Submit

Student need to pay through online payment method



### **How Print Document**

### How to Print:

1. Open your document from the Printing PC & click "Print" button.

#### (Make sure the printer is ICS-KM-STUDENT)

Info	Print
New	Copies: 1
Open	Print
Save	
Save As	Printer
Print	ICS-KM-STUDENT Ready
Share	Printer Status
Export	Status: Ready Type: KONICA MINOLTA
Close	The whole Where: SafeQ001 Comment:
	Pages:
Account	Print One Sided Only print on one side of th
Options	Collated

2. Key in your Student ID number



3. Choose to Print in Black/White **B/W** or **Color** 





### **How to Release Printing Documents**



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## **Printing & Photocopy Charges**

### A4 Paper

- **B & W** Printing & Photocopy : **RM0.055** per page
- **Color** Printing & Photocopy : **RM0.55** per page

### A3 Paper

**B & W** Printing & Photocopy : **RM0.11** per page

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- **Color** Printing & Photocopy : **RM1.10** per page
- Scanning : FOC