In Semester One 2009 Curtin is implementing the new POLAR System (Printing Online and Recharge) which will replace the existing printing and photocopying systems on campus. POLAR will enable you to print, photocopy and add credit anywhere on campus using your Curtin Student ID Card.

To access your POLAR account, you will first need to activate your Curtin Student ID Card at an Activation station or EFTPOS kiosk.

These are available in Abacus Labs buildings 303, 408 and 501, the Library building 105, CBS building 402, Engineering building 204 and Humanities building 201.

To activate your card, swipe your card across the black card reader and the light will change to green and the card reader will beep.

Login using your OASIS account and password and follow the prompts to activate your card and set a PIN. It is important that you set a PIN on your card so that no one else can access your funds.

Once your card is activated you need to add credit to your POLAR account.

If you require assistance in activating your card or to report a fault with an activation station please visit your nearest Student ICT helpdesk or the Library Enquiries Desk.
POLAR – Adding Credit

In Semester One 2009 Curtin is implementing the new POLAR System (Printing Online and Recharge) which will replace the existing printing and photocopying systems on campus. POLAR will enable you to print, photocopy and add credit anywhere on campus using your Curtin Student ID Card.

Once your card is activated you need to add credit to your POLAR account which can be done in four ways:

- **At a blue coin / note autoloader** (left) in the Abacus Labs buildings 303, 408 and 501, CBS building 402, Engineering building 204 and Humanities building 201. Swipe your card across the card reader and your account balance will be displayed on screen, insert coins or notes and when complete press exit.

- **At a silver coin / note / card / receipt autoloader** (right) in the Library building. Insert your card into the slot and your account balance will be displayed on screen, insert coins or notes and when complete press exit and a receipt will be issued. The silver autoloaders can also issue blank POLAR cards for $3.20 if you don’t have a Curtin Student or Staff ID Card.

- **At an EFTPOS Kiosk** (Savings, Cheque and Credit Cards) in the Abacus Labs buildings 303, 408 and 501, Library building 105, CBS building 402, Engineering building 204 and Humanities building 201.

- **Credit Transfer** from Library Copy Cards in the Library. This can be done at a transfer station in the Library. You must transfer your credit before November 2009.

If you require assistance in activating your card or to report a fault with an autoloader please visit your nearest Student ICT helpdesk or the Library Enquiries Desk.
POLAR – Printing

In Semester One 2009 Curtin is implementing the new POLAR System (Printing Online and Recharge) which will replace the existing printing and photocopying systems on campus. POLAR will enable you to print, photocopy and add credit anywhere on campus using your Curtin Student ID Card.

Once your card is activated and you have added credit to your POLAR account you can release print jobs at the printer station.

**Tap your card on the card reader (left.)** The reader will beep when it has read your card.

**Enter your 4 digit PIN.** If you forget your PIN you can reset it at an activation workstation or EFTPOS kiosk.

**A list of all documents in the print queue will be displayed.** Your **POLAR balance** will be displayed at the bottom of the screen. You can sort the list to make it easier to find your document by clicking **Job Name, Owner or Time** in the column headers.

**Take care to only select your own documents.** You will not receive a refund if you print incorrect documents.

When you select the document/s you want to print, the number of pages and cost will display at the bottom of the screen.

**Click the Print button.** If the cost of printing the documents exceeds your balance you will see the message “insufficient funds to continue print job” and your document(s) will not print.

**When you have finished make sure you click “Log Off” to end your session.** Remember to take your Curtin Student Card and your documents.

**Your documents will be deleted from the print queue if you have not printed them within one hour (two hours in the Library.)**

If you require assistance in activating your card or to report a printer fault, please visit your nearest Student ICT helpdesk or the Library Enquiries Desk.
POLAR – Photocopying

In Semester One 2009 Curtin is implementing the new POLAR System (Printing Online and Recharge) which will replace the existing printing and photocopying systems on campus. POLAR will enable you to print, photocopy and add credit anywhere on campus using your Curtin Student ID Card.

Once your card is activated and you have added credit to your POLAR account you can release jobs at a photocopier.

**Tap your card on the card reader (left.)** The reader will beep when it has read your card.

**Enter your 4 digit PIN.** If you forget your PIN you can reset it at an activation workstation or EFTPOS kiosk.

Your **POLAR balance** will be displayed on the card readers’ screen.

**Place the original** you want to copy on the copier glass or into the document feeder.

**Select your photocopying options.**

**Click the Copy button.**

**When you have finished make sure you click the “Enter” button to end your session.** Remember to take your Curtin Student ID Card or Payment Card and your documents.

If you require assistance in activating your card or to report a photocopier fault, please visit your nearest Student ICT helpdesk or the Library Enquiries Desk.