

TECHNOLOGY SUPPORT CENTER - PRINTING

Printing Procedures

To print, you need to have a Print Debit Card.

If you are an enrolled student, please bring your Student ID to the Technology Support Center Help Desk in E1001 to obtain your Free Print Card. The card has a \$4.00 credit. If you are a returning student and have a print card, a \$5.00 credit will be added to your card.

If you need to add more value to your card, there is a Cash to Card machine located in the Technology Support Center E1001.

Printing Charges

5¢ for black & white

50¢ for color laser printing (8 1/2 x 11, plain paper)

\$2.00 for color ink jet photo printing (9 x 13, glossy photo paper)

*To use the color ink jet printer, you must ask for assistance at the Help Desk and use the computer located next to the Canon Printer.

Double Sided Printing

To save on paper, our printers are set to print double sided. Follow the steps below to have your documents printed Single Sided.

Single Sided Printing

In E1001:

- *Click File>Print
- *Click Properties
- *Click Printing Shortcuts
- *Click General Everyday Printing
- *Click OK > Print

In S2960:

- *Click File>Print
- *Click Properties
- *Click Layout Tab – Choose None
- *Click OK > Print

Paper

Any paper (i.e. cardstock, photo) must be LaserJet compatible, please ask at the Help Desk.

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