

PRINT

--YOU MUST HAVE A UM ONE CARD TO ACCESS THE PRINTERS--

SEMESTER START BALANCES:

FALL— \$30 / SPRING — \$30 / SUMMER — \$20

(Balances remaining on cards at the end of semester will roll over to the next semester.)

PRINTING COSTS:

One-sided copies---10 cents per copy

Two-sided copies---7.5 cents per side (15 cents/2-sided copy)

TO PRINT:

1. “Print Preview” your document.
2. Choose your print settings (i.e. slides, one-sided, two-sided, etc.).
3. Select “Print.”
4. Select your laptop’s name on the touch screen at one of the printers—(i.e. SSW-3e29) more specifically, the last two digits which identifies the laptop.
5. Select your document to print.
 - a. If in error, you sent your print job more than once, select the “Discard” button which will ask you to confirm the action before you can proceed to print.
6. Select “Continue” (located in bottom right corner of the screen).
7. Swipe your UM One card in the card reader at the top of the screen (magnetic strip down and facing you).
 - a. Your cash balance will show (top right corner of the screen).
8. Select “Pay & Print” (bottom right of the screen).
 - a. After selecting your print job on one of the touch screens, your document will be released from the printer to the right of that screen, preceded by colored paper which is used to separate the various print jobs.

PLEASE PLACE COLORED PAPER IN THE BLUE BASKETS FOR RECYCLING.