Laser Printing in the ISU Library System

Rev. 14 October 2009

❖ To charge laser printing to your University bill, send your print job to a networked **LASER PRINTER**.

- <u>Black & white: 10¢ per page</u> (or 10 PaperCut "units")
- <u>Color: $1.00 per page</u> (or 100 PaperCut "units")
- Please note that there is a minimum monthly U-bill charge of $1.00 (or 100 PaperCut "units") for this service. See instructions under "A" below.

❖ To pay for laser printing with cash (coin or bill) or an ISUCard (personal or departmental), send your print job to a networked **PHOTOCOPIER**.

- <u>Black & white: 20¢ per page</u>
- See instructions under "B" on p.2 of this document.

A. Networked laser printers:

Most PCs in the ISU Library system are networked to nearby laser printers, and equipped with accounting software that allows you to charge printing to a print subsidy or to your U-bill. (A student's CAC-funded, $5.00-per-year print subsidy will be used by default as long as funds are available.)

Each printer is identified with a print queue code that typically includes a room number and, if applicable, a sequential number to differentiate multiple printers in a single location. For example, the three printers in the Parks Library Lobby are identified as Library_101_1; Library_101_2; and Library_101_3, whereas the lone printer on Floor 2 of Parks Library is identified as Library_230.

Currently, there are networked laser printers for <u>black & white</u> printing on all five floors in Parks Library (Lower Level and Floors 1-4), as well as in the Design Reading Room, Physical Sciences Reading Room, and Veterinary Medical Library. There is also a networked <u>color</u> laser printer in the Learning Connections Center on Floor 1 of Parks Library (Library_130_Color).

To send a print job to a networked laser printer:

1. Use the <u>F</u>ile <u>P</u>rint option to display the Print dialogue box. Select the appropriate laser printer, specify the page range to be printed, and click "OK."

2. A dialogue box will appear, asking for your username and password.   Your username is the string of characters that precedes "@iastate.edu" in your ISU email address.   If you have forgotten the password associated with your username, consult with staff at the ITS Solution Center, 195 Durham, 296-6000, <u>solution@iastate.edu</u>).

3. Retrieve your output from the designated laser printer. U-bill charges will appear on your next U-bill, under the heading "Durham Printing Service."

B. Networked photocopiers:

Most PCs in the Parks Library are also networked to a photocopier in the Learning Connections Center (Floor 1), which can function like a laser printer. PCs are also networked to nearby photocopiers in the Design Reading Room, Physical Sciences Reading Room, and Veterinary Medical Library.

! Please note that the cost to send a print job to a networked photocopier (20¢ per page) is higher than the cost to send a print job to a networked laser printer (10¢ per page).

To send a print job to a networked photocopier:

1. Use the File Print option to display the Print dialogue box. Select the appropriate photocopier, specify the pages to be printed, and click "OK." **Your print job is now in a "queue" in the photocopier, waiting to be released.**

2. Every PC in the library has a name, which appears on a small label on the monitor or CPU (e.g., CAA#34). Remember the name of the PC you're using; you may need it to identify your print job in step 4, below.

3. Go to the appropriate photocopier, and press the "Job Status" key to the left of the display panel.

4. A list of jobs in the print queue appears on the display panel. Identify your job by its system-supplied "Name" (typically a webpage URL) or "Owner" (this is the name/# of the PC you are using, e.g., CAA#34). By selecting "Details" you can also view the date and time for any job. Once you've identified your job, highlight it by touching it on the display panel. Then press the "Release" button on the display panel.

5. The message "Please enable the external control device" will appear. You must now insert sufficient money to pay for your print job, or swipe your ISUCard for payment.

6. The following message will appear on the display panel: "Please enter Password for selected job, using the keypad to your right." Enter the password 9999, and press "Enter" on the display panel. (Note that this same password, 9999, is used for all print jobs, on all photocopiers.)

7. You can cancel a print job by highlighting it in the queue, then touching "Delete" on the display panel.

8. Any print job that is not released and paid for within 2 hours is deleted from the photocopier.

CAUTION:

Please exercise care in selecting those pages or page ranges you actually wish to print. Neither the ISU Library nor Information Technology Services nor ISU Printing is liable for any pages that are printed accidentally or inadvertently, and no refunds will be made. Report equipment problems to staff at Library service desks, who will refer your problem to the appropriate staff in IT or ISU Printing Services.