

About Library Printers

There are six public printers in the library.

Printer Name	Location	Attributes
\\pcounter2\Circ-Desk-6500	Circulation Desk	Black & White
\\pcounter2\Lib-Circ-Color	Circulation Desk	Color
\\pcounter2\Lib-North-Wall-6500	North Wall	Black & White
\\pcounter2\Lib-North-Wall-Color	North Wall	Color
\\pcounter2\Library 2nd Floor Okidata 1145	2 nd Floor	Black & White OR Color
\\pcounter2\LIB 210 025	LIB 210 (2 nd Floor)	Black & White

A default printer is set for each computer based on its physical location in the library. For example, the computers located on the North wall have the North wall printer set as their default, meaning you **do not** need to choose a printer. However, documents can be sent to any of the above printers from any computer in the library. See the “Choosing a printer” section to read the process for selecting a printer.

Print Quota

Each registered student is allocated 400 prints at the start of each term (fall, spring, and summer). If you use your allotment before the end of the semester, you can purchase additional pages at 10¢ a page (\$1.00 minimum) from the library reference desk.

Print quotas are refreshed at the beginning of each term (fall, spring, and summer) with 400 pages. The quota will be loaded the first day of each term period and removed at the end of the last day prior to the start of the next term period. Term periods end on the December graduation day, the May graduation day and August 15th.

Checking Your Print Balance

Double-click the Wbalance icon (\$) in the system tray on the far bottom right of the computer task bar. A window will appear showing your current balance.

Buying Additional Prints

You can purchase additional pages at 10¢ a page (\$1.00 minimum) from the library reference desk.

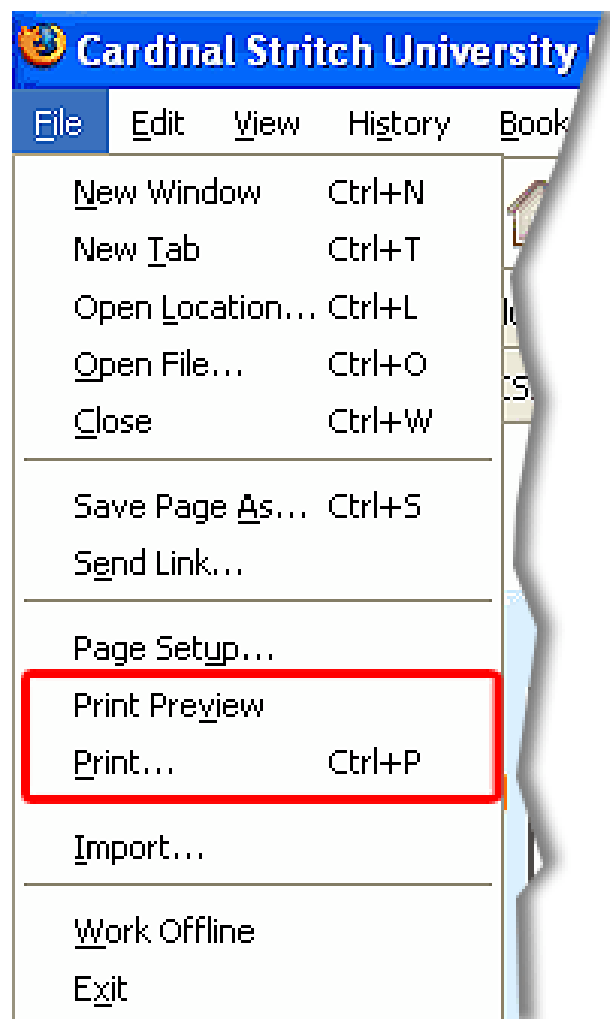
Starting the Printing Dialogue

Keyboard Shortcut

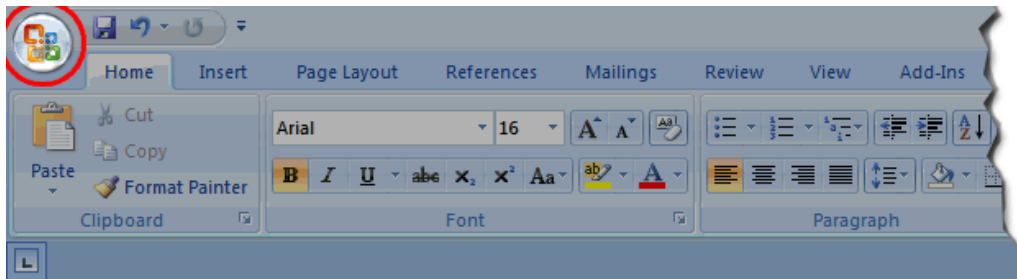
Strike the “**P**” key while holding the **CTRL** key to open the print dialogue. Most programs will respond to this command.

Printing from Windows

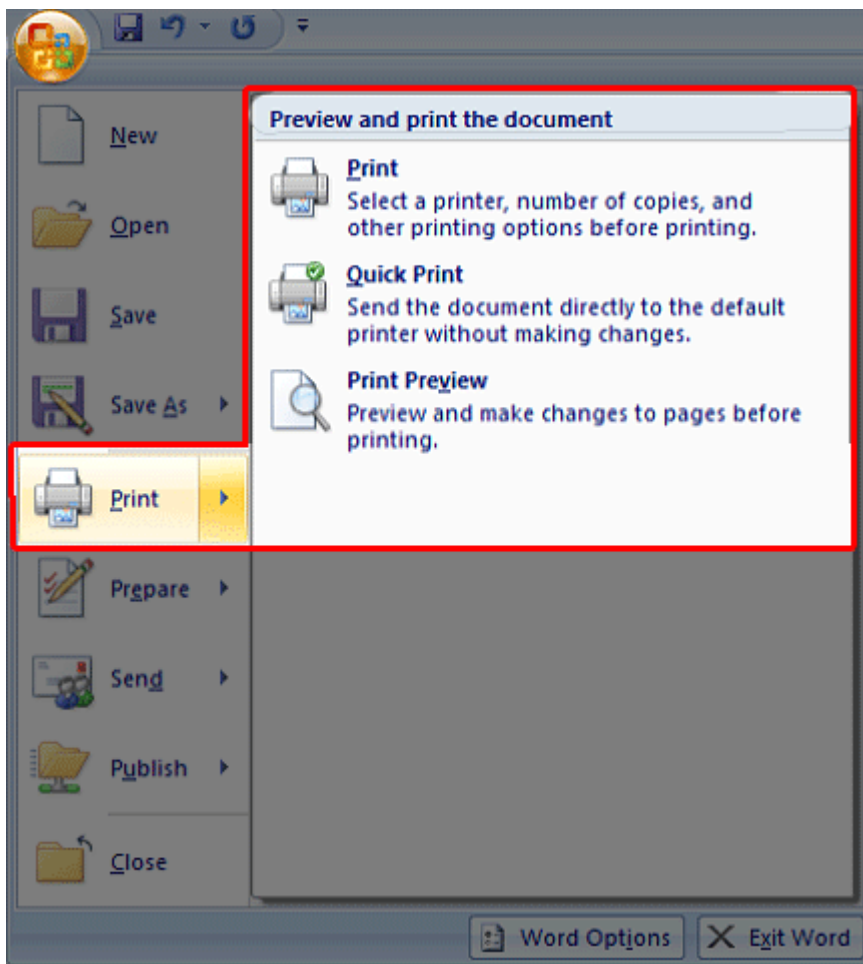
When printing in most Windows based programs, you can enter the print dialogue by choosing **PRINT** under the **FILE** menu, as shown at right.



Microsoft Office 2007



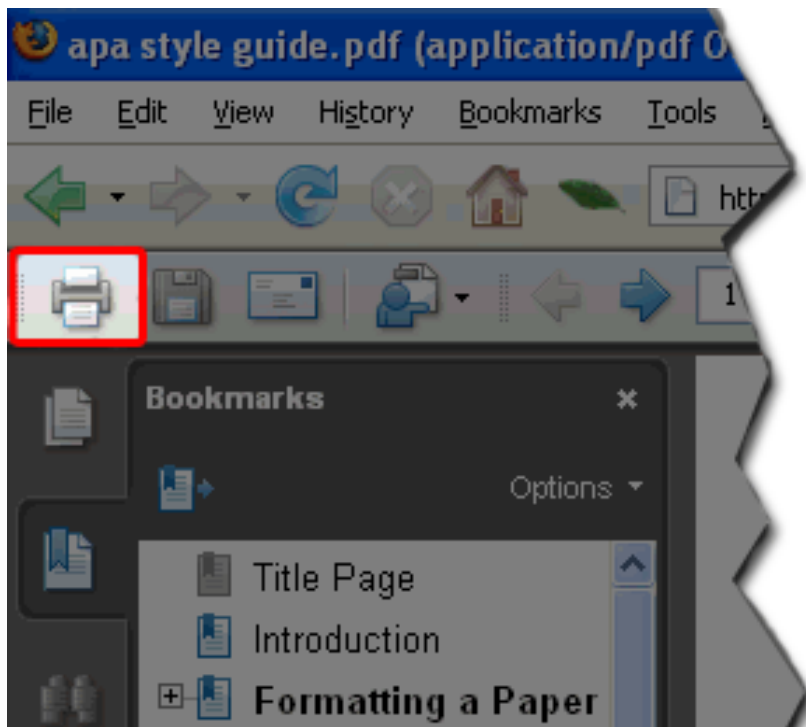
The print command has moved in the Microsoft Office 2007 suite. The print dialogue is now located under the icon (highlighted above) on the top left side of the screen. Click the icon to open the menu.



From this menu you can preview and print your document.

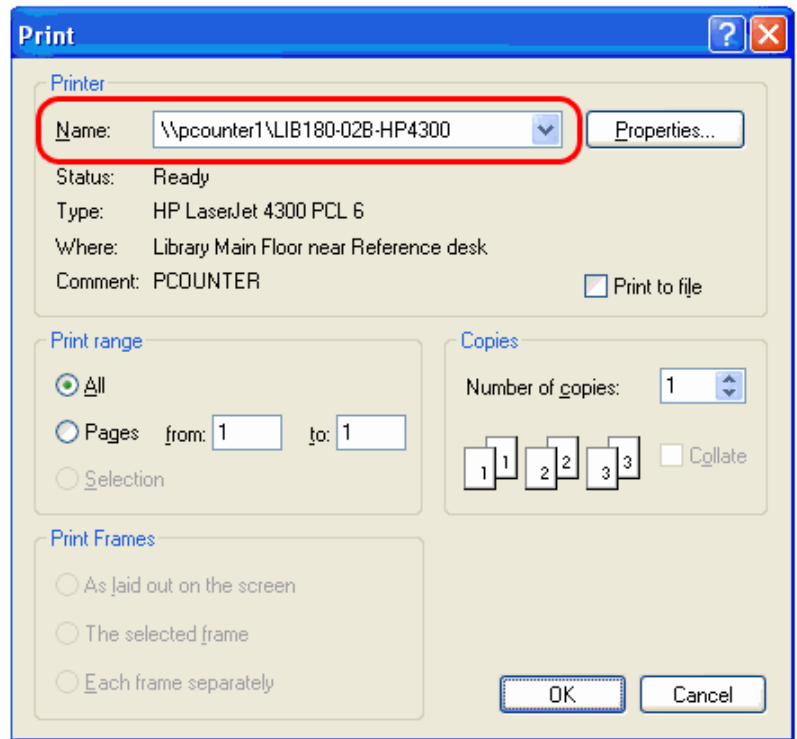
PDF Documents

Always use the printer icon to print PDF documents. Other methods of printing produce unpredictable results.

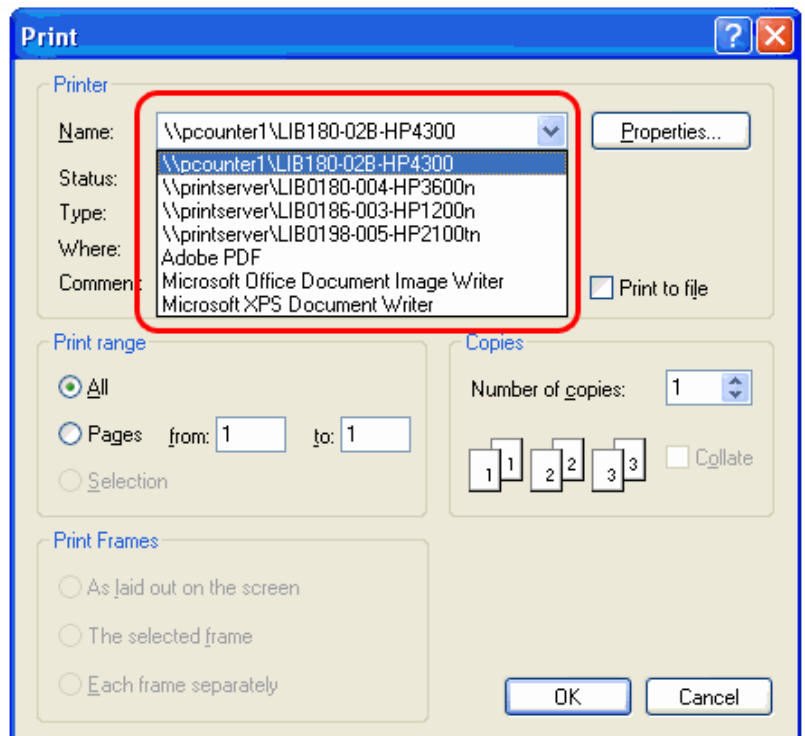


Choosing a Printer

- Click the NAME menu to view the printer choices.



- Choose the printer you wish and click OK

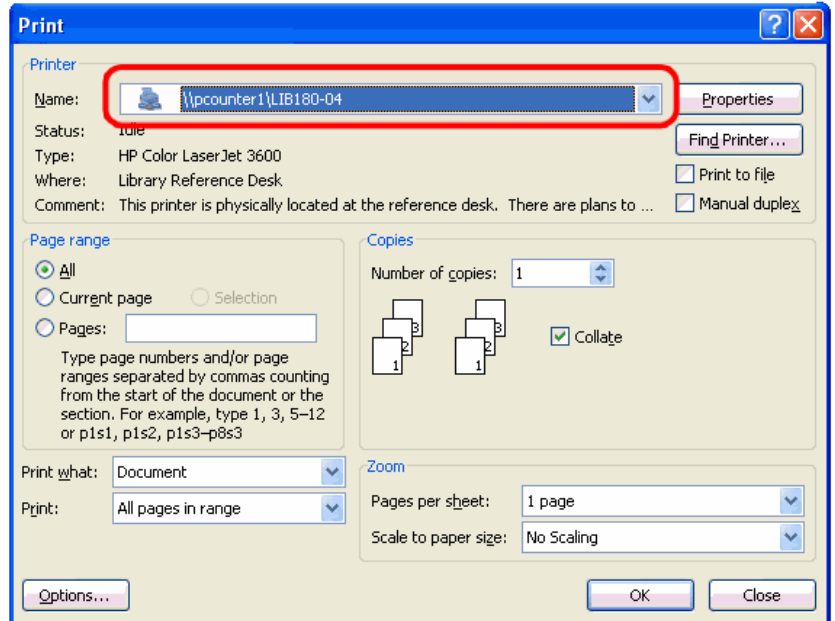


Color Printing

Choose one of these printers
\\pcounter2\Lib-Circ-Color

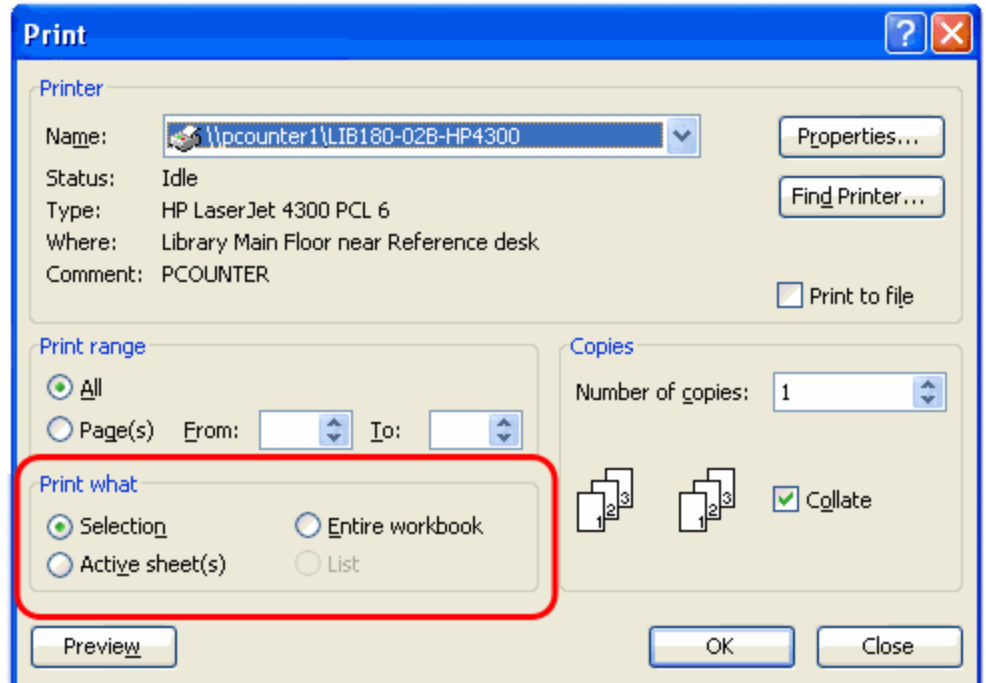
\\pcounter2\Lib-North-Wall-Color

Note that five (5) pages are deducted from the P-Counter for each page printed on the color printer.



Excel Spreadsheet Selections

- Highlight the cells on the spreadsheet that you wish to print.
- Click the printer icon or **CTRL + P**.
- Choose **SELECTION** under the **PRINT WHAT** section.



PowerPoint Handouts

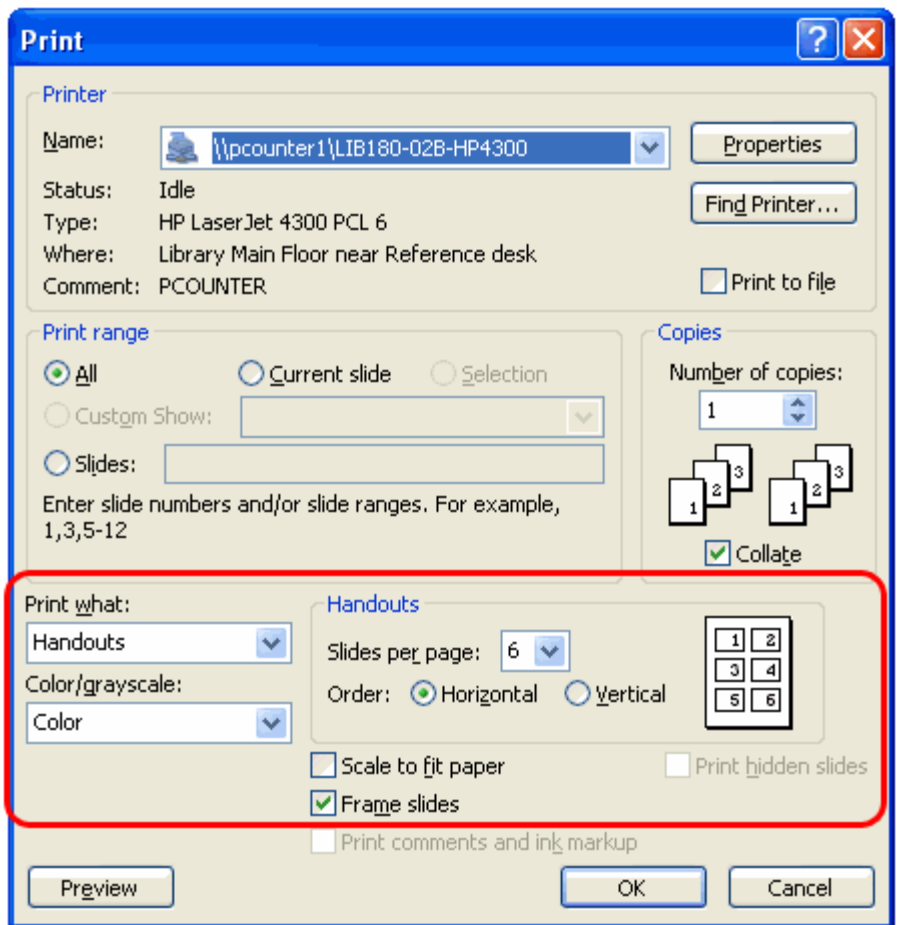
In PowerPoint you can choose to print handouts of your presentation slides.

- Choose **HANDOUTS** from the **PRINT WHAT** dropdown.
- Choose the number of slides you wish to appear on each page from the **SLIDES PER PAGE** dropdown.

Choose whether you want the slides to be printed in color or black and white.

There are two settings for printing in color. *Only pcounter1-LIB 180-4 is capable of printing in color.*

1. Choose the color printer - pcounter1-LIB 180-4
2. Choose **COLOR** from the **COLOR/GRAYSCALE**



Printing Problems

You are responsible for your print jobs. If you send a print job more than once, or print a very long document without realizing it, you are still responsible for the printing charges.

You can request that prints be added back to your Pcounter account for a limited set of print related problems. Forms will be available in most public print locations.

Physical evidence of the problem is required to receive this benefit. Acceptable print problems are smudged, faded, streaked, spotty, bent, or jammed printouts. Complete a problem report form and deliver it to designated staff in the library, main computer lab, student development desk, or PC support areas. Not all issues can be resolved on the spot, so make sure contact information is provided. Other printing errors such as typos, editing or formatting issues, intended or un-intended extra copies, or blank sheets/nearly blank sheets that are part of a print job, do not qualify.