

# PRINTING ALTERNATIVES

The **Public Printer** is **\$0.10 per page**. It does not accept CougarCash\* and does not use the 300 free pages from your allocation account, so you must use dollars/coin.

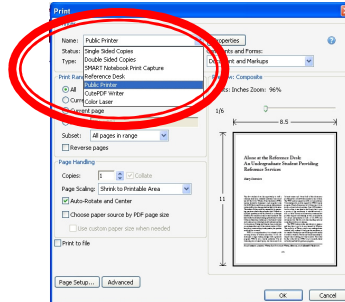
For **Double Sided Printing**, you may also use the Public Printer. The Public Printer is **\$0.10 per page**. It does not accept CougarCash\* and does not use the 300 free pages from your allocation account, so you must use dollars/coin.

The **Color Printer** is **\$0.35 per page**. Students CANNOT use their regular printing allocation account funds for this service, however dollars/coin or CougarCash\* may be used.

Using the Color Printer follows the same instructions as Public Printer, but choose **"COLOR LASER"** as the printer.

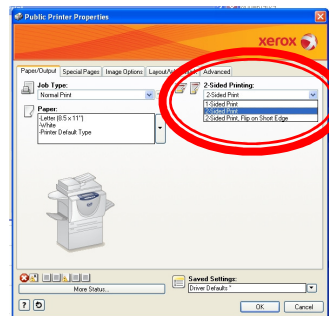


1. Log onto a lab computer, open the document, and select **"PRINT"**
2. Set printer as **"PUBLIC PRINTER"** OR **"COLOR LASER"**

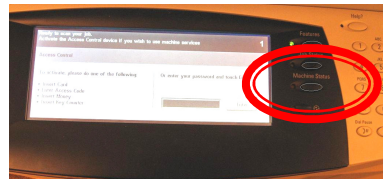


2B. For **Double Sided Printing**, click **"PROPERTIES"**

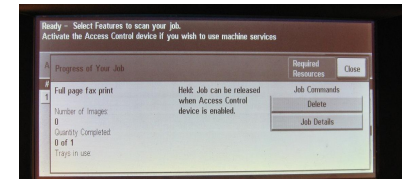
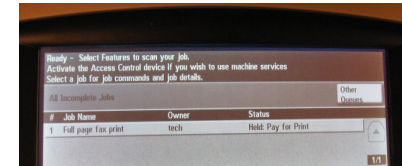
Then select **"2-SIDED PRINT"** from the drop down



3. At the printer - Press the middle button **"JOB STATUS"**



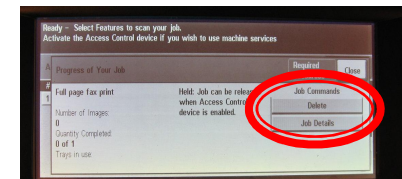
- 4.a - Find your print job and
- b - Press to select it



5. Insert money



6. Press **"RELEASE"**



\*Money can be added to your **CougarCash** account in the copy center of the library