

## Printing to Campus Printers

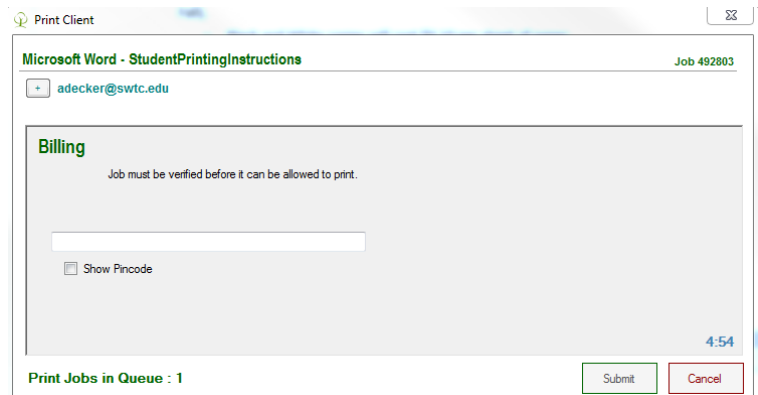
### Printer Policy

- All students will receive \$2.50 worth of printing at the start of each term (Spring, Summer, and Fall).
  - Black and White copies will cost \$0.10 per sheet of paper.
  - Black and White printing is \$0.5 per sheet of paper.
  - Color copies will cost \$0.25 per sheet of paper.
    - **Printing on both sides of the paper (duplex) will save you money!**
- The \$2.50 increase will be in addition to any remaining balance from previous semesters.
  - You may add money to your printing balance at the following locations:
    - ATL (Auto Tutorial Lab in Room 3604 in the Health Science Building)
    - Business Office
    - Library
- If there is money in your account upon leaving or graduating, you will **not** be reimbursed or credited for the remaining amount.

Figure 1

### Printing Instructions

1. After you print, a pop-up window will be displayed (see Figure 1).
2. A summary of the print job (printer name, type, number of pages, and job cost) is displayed.
3. At the bottom of the window, in the Authentication area, you need to enter your username and password. This is the same information you use to login to a workstation. Click OK.
4. A final confirmation window will be displayed with your current printing balance and what it will be after the print job has printed.
  - a. If you click OK, the job will print.
  - b. If you click Delete, the print job will be canceled and you will not be charged.
5. Remember to log off when you are done! This will prevent others from printing with your account.



- Call the IT Help Desk at 608.822.HELP (608.822.4357)
- Call our toll-free line at 800.362.3322 and key in 4357 when prompted for the extension
- Send an e-mail to [helpdesk@swtc.edu](mailto:helpdesk@swtc.edu)
  - Help Desk Hours: 7:30 am – 4:30 pm, Monday-Friday