

## **New Photocopiers/Laser Printers – SIU School of Law Library**

### **Copiers**

There are 4 new copiers in the Law Library (3 on the first floor, 1 on the second floor). One of the machines on the first floor takes coins; the rest use Debit Dawg/SIUC copy cards.

Cost: \$.25 if you use coins; \$.10 if you use a Debit Dawg/SIUC copy card. The cost remains the same no matter what size the paper. The copiers contain letter-sized paper (one also contains legal-sized paper). The paper trays on the machines indicate what size paper is available on that machine.

### **Change Machine**

There is one at the student center, 1<sup>st</sup> floor near the Info Station.

### **Debit Dawg Cards**

A Debit Dawg card machine is installed in the Law Library Copier room. (Note: there are also Debit Dawg card machines in Morris Library and at the Student Center). You can add money to your university student ID/Debit Dawg Card. You can also purchase a SIUC copy card, but it will cost \$.50. Do not throw away the cards! You can check the balance on your card by inserting your card and pressing the “check balance” button.

If you still have an IKON copy card with credit on it, visit Check Cashing on the second floor of the Student Center and get cash for whatever amount is remaining on your card. You may only obtain refunds on IKON cards up until **September 15, 2006**.

### **Laser Printing**

This new system will allow you to print anywhere on campus. You can send a print job and go to any XEROX printer release station (excluding Lindegren) on campus **within two hours** and print out your job. You will also be able to print using your laptop (note: Tom Furby and his staff will be offering student workshops and accepting student appointments to install the necessary software in the next couple of weeks). You will be able to see your specific print job by using your network ID. You no longer will see any one else's print job but your own. See specific printing instructions on the back of this memo.

**It is important to note that if you type in your network ID incorrectly it will seem as though it printed out without a problem, but it actually did not print. You will be unable to recover your print job if this happens. So be careful.**

### **Cost changes**

Black and white: \$.10

Color: \$.70

Duplex printing is also available. If you print double-sided you will be charged less for the second page. For example, if you were to print two pages double-sided, it would cost 16 cents instead of 20 cents (10 cents for the front, 6 cents for the back). When printing color, the cost for two pages double-sided would be \$1.12 instead of \$1.40.

Also when printing color, remember that every page in the document will be charged at the color rate, so separately print only the exact pages you want in color. Other questions, please check the FAQs at <http://www.infotech.siu.edu/clc/print/index.html>

(This memo was originally written by Susan Tulis for Morris Library and has been modified for Law Library use with her permission.)

### Printing at Law Library Public Computer Terminals

- 1) Choose the print command for your browser.
- 2) There are three printer options:
  - a) *CWPS Black & White Print Queue on CLC103*: Choose this printer if you want to print **black & white** copies (@ .10 each) to either the print station in the **1st floor law library public area** or the **law school cafeteria area**.
  - b) *CWPS Color Print Queue on CLC103*: Choose this printer if you want to print **color**-only copies (@ .70 each) to either the print station in the **1st floor law library public area** or the **law school cafeteria area**.
  - c) *CWPS Lesar Ricoh Public Queue on CLC103*: Choose this option if you want to print **black & white** copies (@ .10 each) to the print station in the **2nd floor law library public area**.
- 3) Once you have chosen a printer, you will be asked:
  - a) Please enter your Network ID: enter **guest**
  - b) Please enter a name for this job: enter a **unique job name** (e.g., your last name)
  - c) Click on **Print** button
- 4) Go to your chosen Print station. Swipe either your Debit Dawg card or SIUC Copy Card. You will be asked:
  - a) Enter your Network ID: delete the question mark (?) and enter **guest**
  - b) Click on **logon** button
  - c) At the next screen, click on your **unique job name** under "Guest"; click on **Print** button. (Your Debit Dawg account or SIUC Copy Card account will be debited in the amount of the number of pages printed x cost of each copy)

### Printing at Law School Computer Lab Terminals

- 1) Make sure you have logged in to the computer with your SIU Network ID and password. (Note: Your SIU Network ID is your **username** only, i.e., **username@siu.edu**)
- 2) Choose the print command for your browser.
- 3) There are three printer options:
  - a) *CWPS Black & White Print Queue on CLC103*: Choose this printer if you want to print **black & white** copies (@ .10 each) to either the print station in the **1st floor computer lab**, the **1st floor law library public area** or the **law school cafeteria area**.
  - b) *CWPS Color Print Queue on CLC103*: Choose this printer if you want to print **color** only copies (@ .70 each) to either the print station in the **1st floor computer lab**, the **1st floor law library public area** or the **law school cafeteria area**.
  - c) *CWPS Lesar Ricoh Public Queue on CLC103*: Choose this option if you want to print **black & white** copies (@ .10 each) to the print station in the **2nd floor law library public area**.
- 4) Once you have chosen a printer, you will be asked:
  - a) Please enter your Network ID: enter **username**
  - b) Please enter a name for this job: enter a **unique job name** (e.g., your last name)
  - c) Click on **Print** button
- 5) Go to your chosen Print station. Swipe either your Debit Dawg card or SIUC Copy Card. You will be asked:
  - a) Enter your Network ID: delete the question mark (?) and enter **username**
  - b) Click on **logon** button
  - c) At the next screen, click on your **unique job name** under your "username"; click on **Print** button. (Your Debit Dawg account or SIUC Copy Card account will be debited in the amount of the number of pages printed x cost of each copy)