

Southern Connecticut State University

Office of Information Technology

Printing in the labs (Windows)

New printers will be added to all SCSU computer labs during the course of the Fall 2010 semester. These printers will all support both single sided and duplex (double sided) printing.

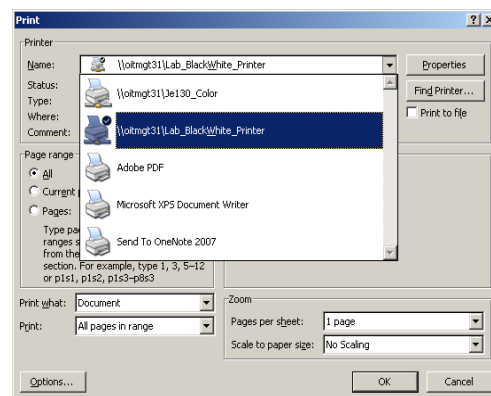
By default, all black and white printers will print in duplex mode (double sided printing) and all color printers will print in single sided mode.

Print charges for students are as follows:

Print Mode	Cost per side	Cost per page
Single Sided Black & White	\$.05	\$.05
Duplex Black & White	\$.04	\$.08
Single Sided Color	\$.25	\$.25
Duplex Color	\$.20	\$.40

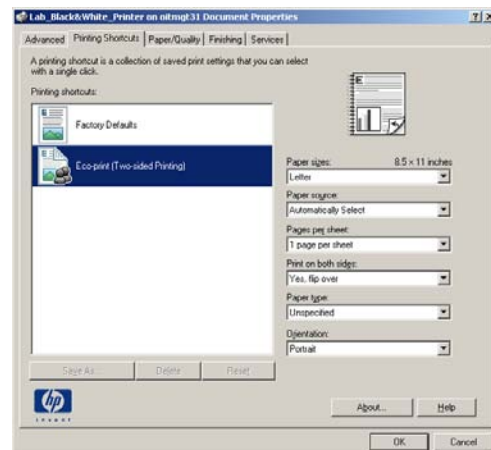
Black & White Vs. Colors:

To select between color and black & white printing, use the Print command of the application you are using and select the appropriate print queue to send your job to in the Print dialogue box. The name of the print queue will specify whether it is a black & white queue or color queue.



Duplex Vs. Single Sided:

To select between single sided and double sided printing, click the *Properties* button and select the appropriate print mode. In this case, the default setting is Eco-print (Two-sided Printing). If you wanted to print in single sided mode, you would simply select the *Factory Defaults* setting, which is single sided.



After you select your appropriate printing modes, click on the OK button in the Print screen and your print job will be sent to a print queue. You can then go to a Printer Release Station and release your print job to the printer by swiping your Hoot Loot card, selecting your print job(s), and clicking Print on the print station. Your Hoot Loot account will not be charged until you release your print job to the printer.