

Information and Instructions for Students

Updated 01/05/2017

How does the Wilson College Printing Authentication system work?

You will prepare your documents as you normally would.

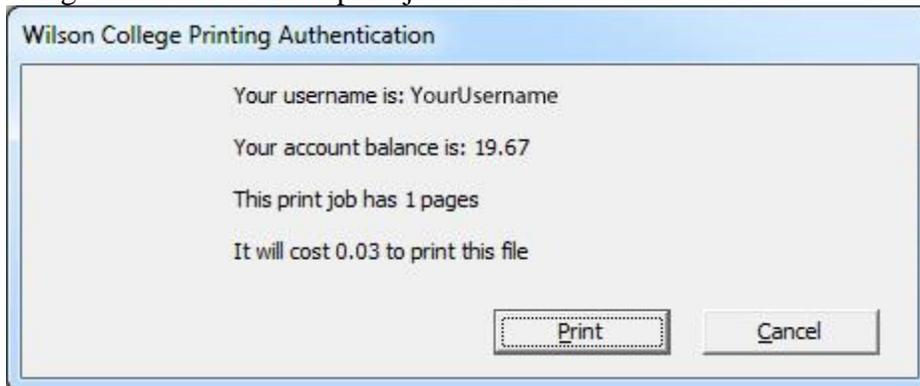
The only thing that changes is the appearance of some dialog boxes, prompting you for your credentials, before the document is released to the printer.

1. A few seconds after submitting your print job, a dialog box will pop up prompting you for your Wilson College username and password.

(This is the same as your E-Mail username and password.)



2. Once you have submitted your credentials, your current account balance will be displayed, along with the cost of the print job submitted.



3. Click on "Print" to confirm your job, and release it to the printer.

What if I don't have or don't know my Username and Password?

Please contact the Office of Information Technology by Telephone at (717)262-2014 where the staff will be able to provide you with your credentials.

How will the account system work?

Each student at Wilson College will be given a printing "account" that has a starting balance of

\$20.00.

At the beginning of the Fall and the Spring Semesters, your printing account balance will be zeroed out, and reset to \$20.00.

If you deplete the provided semesters \$20.00, and your balance goes negative, that negative balance will be submitted to the Business Office to be charged to your Student Account.

How much does it cost to print?

Each printed page costs 3 cents for a Black & White print, and 12 cents for a color print.

If both sides of the page are printed on, as with a duplex job, it is counted as two printed pages. The \$20.00 that Wilson College credits your account will allow you to print up to 666 pages in Black & White, or up to 166 pages in color, or any combination in between.

Do I have to pay for defective prints?

No, you do not.

Please keep any defective prints (e.g. those with poor print quality, streaks, lines, etc.) and bring them to either the IT Office (located in the basement of Edgar Hall) or the Library, where Staff can refund the costs to your account.

Printing "mistakes" are not considered "defective" prints, and will not be subject to a refund.

Additionally, if the printer that you are using is producing poor quality documents, please turn off the printer and place an "Out Of Order" sign on it to inform others that it requires service, and inform the Helpdesk Staff by submitting a Service Request so that we can remedy the problem as quickly as possible.

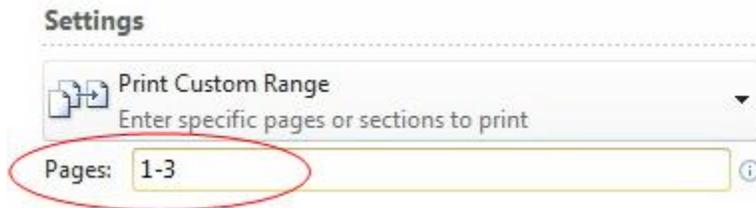
Service requests can be submitted online by pointing your web browser to:

<http://my.wilson.edu/helpdesk>

What alternatives do I have to printing?

Responsible printing means printing only what you need.

- Do you need a hard copy or will an electronic copy suffice?
 - Consider e-mailing yourself documents of interest, or save them to a USB memory stick.
 - (Don't forget to take your memory stick when you have finished working on a computer.)
- Proofread your work on-screen, as opposed to printing draft copies for that purpose.
- Select only the pages you wish to print, instead of printing the whole document. (See example below)



Where can I print in color?

Wilson College will now have three Color Printers available for student use in the following locations:

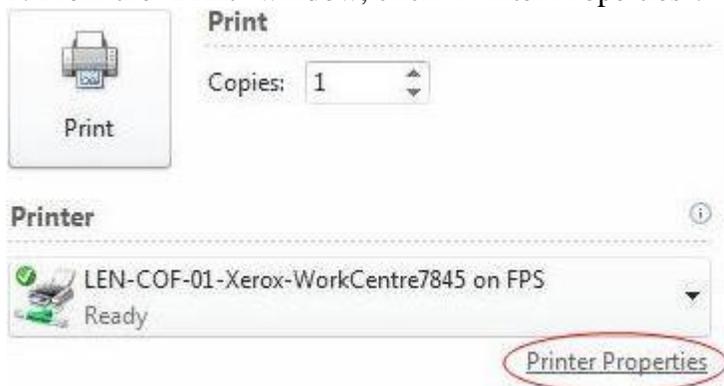
- In the Computer Lab located in Warfield Hall, Room 111.
- On the Ground Floor of the John Stewart Memorial Library.
- On the First Floor of the John Stewart Memorial Library.

The printers in these locations are set to print in Black & White *by default* to lower your printing costs.

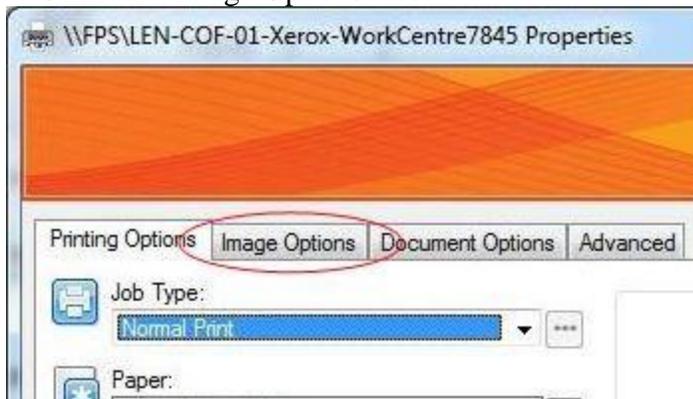
How do I print in color?

To print a document in color, please follow these steps:

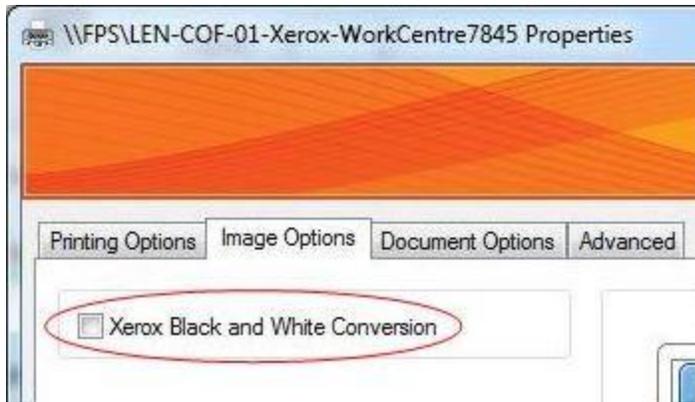
1. From the "Print" window, click "Printer Properties".



2. Click the "Image Options" tab.



3. Uncheck the "Xerox Black and White Conversion" checkbox.

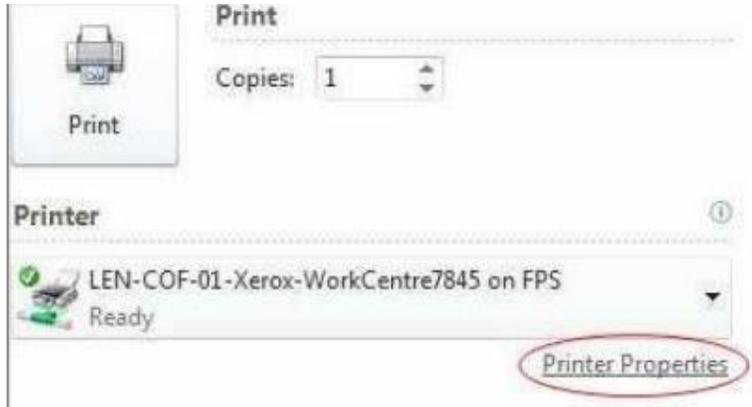


4. Click "OK".

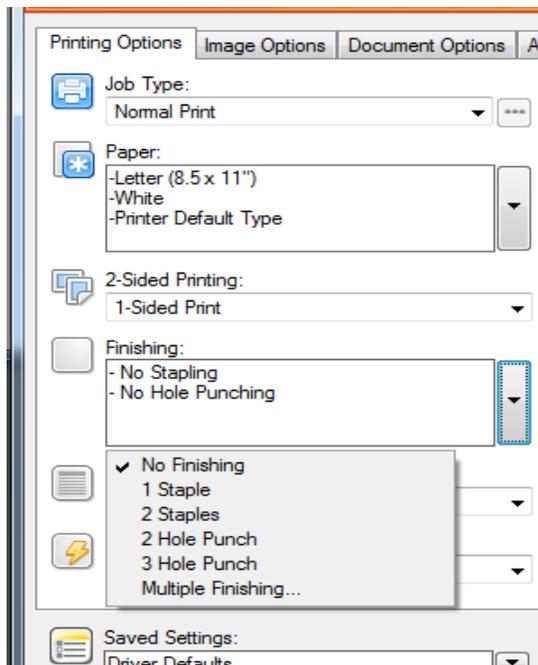
How Do I Staple and/or Hole Punch?

To print a document with staples and/or hole punches, please follow these steps:

1. From the “Print” window, click “Printer Properties”.



2. Under the “Printing Options” tab, click the dropdown arrow next to “Finishing:”



3. Select the amount of staples/or hole punches you need. To print with both staples and hole punches, select the “Multiple Finishing...” option and then enter the amount of each.
4. Click “OK”.