

# AHSL

Arizona Health Sciences Library



## Printing at the Library & Learning Resource Center

### Printing

Lab computers are connected to a networked self-service printer that can print both black & white and color copies. Black & white copies cost 10¢ per page; color copies cost 75¢ per page. For high quality or volume color prints at reduced prices, submit your job online to Copy Technology Services, which is found on the 3rd floor of the library.

Print jobs may be paid for with a UA CatCard or coins/cash except at the Learning Resource Center which only takes UA CatCards. You may add value to your CatCard at the "Cash to Chip" machine located in the lobby at the library entrance. If you do not have a CatCard or are not eligible for one, you may purchase a UA Visitor Card for \$10 at the "Cash to Chip" machine. It is a Smart Card with \$5.00 of spendable value; value may also be added at any time at the same machine. When using cash, we do not recommend using bills larger than \$1.00.



### Print Procedure

1. When you are ready to print a document, use the normal print command for the application you are in.
2. You will then see a dialogue box requesting that you enter your name. Enter your name or anything else by which you will recognize your print job.
3. Next, you will see a dialogue box that allows you to assign a password to your print job. This is optional. If you assign a password, you will be requested to enter it twice.
4. Go to the UniPrint wordstation. On the monitor, locate your print job and select it. The program will display the number of pages and cost for your print job. Insert cash or coin in an amount sufficient to pay for your print job and click the PRINT button. Your print job will be printed and any change will be deposited in the change slot.

NOTE: For color print jobs, you will need to select the color printer as part of the print command. Some computers do not have color printing enabled. If you have any questions, please ask Information Services staff for assistance.