



PRINTING

Q: How do I know when my print job is completed?

A: You will get a message *only* when your job reaches the top of the print queue and the printer actually begins to print it.

Q: Why does my print job take so long at times?

A: Print jobs are printed in the order in which they are received. The time for a print job to be completed can be long due several factors:

- a large number of jobs in the print queue
- *Adobe pdf* documents in the print queue
- large Word documents in the print queue
- documents with graphics in the print queue
- documents from the Internet in the print queue

Q: Will my job still print if my session ends?

A: Yes. The printer has the ability to store print jobs in memory.

Q: I forgot my printouts at the lab, will they be there when I return the next day?

A: All uncollected prints are placed in marked trays adjacent to the printer. Uncollected prints are kept for seven (7) days. **The library is not responsible for print outs that have been inadvertently removed by other users.**

POLICY STATEMENT:

All users are expected to respect the policies governing the use of the Main Library's computing facilities. Failure to abide by these regulations may result in the withdrawal of network privileges.

Please direct all queries, comments or suggestions to: reference.&generalloans@sta.uwi.edu

Q: How do I print?

A: You can print only if you have money in your print account. You can check your print account balance at the Pharos Stations in STARRS or UEC.

B: You can credit your print account at the Accounts Unit.

Q: How much does it cost to print?

A. Black and white/colour printing are available in both STARRS and UEC. See the price chart below.

	LETTER		LEGAL		TABLOID	
	Single	Duplex	Single	Duplex	Single	Duplex
Black & White	25 cents	50 cents	25 cents	50 cents	75 cents	\$1.50
Colour	\$4.00	\$8.00	\$4.00	\$8.00	\$7.00	\$14.00