

Why do we have to pay for printing?

Windward Community College is no longer able to absorb all the costs for printing. In order to recover some of the costs for paper, toner cartridges, and equipment maintenance, we are using Pharos Uniprint, a software-based printing cost recovery system that provides high-quality, afford-able laser printing. With the use of this system, besides black and white printing, we can now offer color printing.

How does the Pharos Uniprint System work?

A "Uniprint" account is created for each WCC student. Each new account will have an initial credit of \$1.00 to allow you to get used to the printing system.

When you click the print button or select the print command from an application (word processing program, a Web browser, etc.), a dialog box will appear, asking for your WCC username (usually the first 6 letters of your last name + first initial) and password (last 4 numbers of your Social Security number). It will let you know how much you have in your account and how much your print job will cost. Verify that you wish to continue. Your job will be printed and your account debited for the cost of printing.

Once a job is selected and released for printing, it **cannot** be cancelled. You must pay for the print job.

Printing will not occur if there is insufficient credit in your account. You can add money to your account **ONLY** at the Library Circulation Desk during the hours the Library is open. Cash or personal checks made out to the University of Hawaii will be accepted. The minimum amount you may add to your Uniprint account is \$1.00. No refunds will be given for unused account balances.

During Fall and Spring semesters, when classes are in session, the Library is open Monday and Tuesday, 8:00 a.m. to 8:00 p.m., Wednesday and Thursday, 8:00 a.m. to 6:00 p.m., and Friday, 8:00 a.m. to 4:00 p.m. Otherwise, the Library's hours are 8:00 a.m. to 4:00 p.m., closed weekends and holidays.

Your account is good as long as you are a registered student at Windward. The amount will carry over each semester until you graduate, transfer to another campus, or leave school. No refunds will be given for unused account balances, so *plan ahead!*

Credit will be given for copies spoiled because of equipment malfunctions such as paper jams and toner streaks.

To request a credit, take your spoiled copies to the Library Circulation Desk, the TLC Distribution Desk, or the No'eau 121 Computer Lab monitor.

Credit will **not** be issued for printouts made by mistake, blank pages, or for materials such as web pages that, due to the layout or design, are difficult to read, don't contain the information you want, or have large areas of blank space.

In case of a paper jam, the printer will usually reprint damaged jobs once the paper jam is cleared. In this case, you will **NOT** be charged a second time for the automatic resend.

You will not be able to add your own paper to these shared printers. However, if you have special printing needs, such as printing a résumé on high quality paper, please see the staff for assistance. You will still be charged the standard printing rates.

For further printing information and announcements, visit windward.hawaii.edu/printing/

How can I save money on printing?

1. Proofread your work before printing. Twice!
2. Save documents to a floppy disk or to your network drive.

3. Email documents to yourself, such as online articles from EBSCOHost and other databases.
4. Do not print directly from a web browser. Copy the information you want, paste it into a Word document, delete any unnecessary material, then print (or save on a disk). You can combine info from several web pages on one Word page.
5. Print your files to PDF instead of to paper. You can save the file on a disk or email it to yourself for printing or viewing at home.
6. Use a smaller font size (not for final papers, though).
7. To be sure that your copies will be good, use the Print Preview function to see what your printout will look like.
8. Read the Print dialogue box info carefully: Is your job going to the correct printer? Is the number of pages correct? Are you being charged the right amount of money? Be careful! Refunds will NOT be made for mistakes made at this step.
9. Do 2-sided printing if available.
10. Print 2-up (2 condensed pages on one side).

11. Print PowerPoint presentations as handouts, selecting to print 6 slides per page (and on 2 sides).
12. If you have just a few words on your last page, make your margins a bit smaller.
13. Be careful punching binder holes in your final printout, you don't want to have to reprint because the holes are too close to the edge or off-center.

For further printing information and announcements, visit windward.hawaii.edu/printing/

8/22/05

Windward Community College Printing Fees for Students

B&W printing cost:

	1-sided	2-sided
Letter 8.5" x 11"	9¢	16¢
Legal 8.5" x 14"	11¢	20¢
Tabloid 11" x 17"	18¢	32¢

B&W printers are available in the Library, The Learning Center, and the No'eau 121 Computer Lab.

Color printing cost:

(Special Introductory Rate, subject to change)

	1-sided	2-sided
Letter 8.5" x 11"	25¢	48¢
Legal 8.5" x 14"	30¢	58¢
Tabloid 11" x 17"	50¢	96¢

The color printer is in the No'eau 121 Computer Lab.

For more information
on this system and
tips on saving money,
look inside!