

Instructions for Printing at Ross

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| Costs | Black/White | \$ 0.10 cents a page |
| | Color | \$ 0.50 cents a page (even if it is b/w) |

Assistance

Printers are checked hourly. If you have a problem with printers, please send an e-mail to redcoats@umich.edu or call 764.7151

General Usage Information

You must use your MCard to copy, scan, and/or release your print job. Always be sure to press the Quit/Enter button when you are finished.

When you swipe your MCard, the reader will show 40 on b/w printers and 30 on color printers. This is a safety feature – if at the end of your job you forget to press the Quit/Enter button, the maximum amount of printing you will lose is \$4. As an additional precaution, the card swipe usually times out after 30 seconds.

If your job is more than 40 pages, you will need to swipe your card again to complete the job. The printer will start again from the page that it left off – it will not restart the job from the beginning.

Note: Print jobs are automatically deleted from the queue after 1 hour. After this time, you will have to resend your job to the printer.

Funding

When you start each year, you get \$200 to cover your printing needs for the full school year. While this amount is sufficient for most students, you can add additional funds for printing.

1. Add funding online at <http://entreeoffice.housing.umich.edu/>.
2. Add funding in person at the Entrée Plus office in the basement of the Student Activities Building located at 515 East Jefferson, Room 100 SBA.

You can easily check your print balance at any time.

1. Swipe your M-Card in the reader unit and press the Quit/Enter button on the unit. Your printing balance will be displayed on the unit's LCD.
2. Go to the Entrée Plus website at <http://entreeoffice.housing.umich.edu> to check your printing balance and usage.

Sending Your Print Jobs

When sending a job to the printer, make sure that the printer you are using is the one you want to use. Sending a color job to the b/w printer will print in b/w not color, and vice versa.

If you are using your personal laptop, select the printer you want from the selection. If you are working outside of the Business School campus, the job may get sent to a Ross printer. Likewise, a job sent from the Ross campus could end up on your home printer.

Retrieving Your Print Jobs

1. Swipe your MCard to access the print queue. Scroll through the jobs to find your name or username; you may need to scroll through a couple of pages, depending on the number of jobs in the system.
2. Select your job by touching the panel. Press Release and your job will be printed.
3. You can delete a job by pressing Delete on the touch screen

Copying

1. Press the [Features] button on the Control Panel.
2. Select All Services on the touch screen and then Printing.
3. Place documents on the glass or use the auto feed tray.
4. Swipe your M-Card, set the number of copies, and press the green Start button.

Public Scanners

You will need to use your MCard to access the printer's features, but there is no charge for scanning. If a charge appears on your account, email Dan Green at greendan@umich.edu.

1. Press the [Features] button on the Control Panel, and then select All Services on the touch screen.
2. Select All Services on the touch screen and then Network Scanning.
3. Place documents on the glass or use the auto feed tray.
4. Swipe your M-Card and press the green Start button.

Note: The color printers scan in color.

Scanned files are sent to the R:\Scan folder on our network. You can retrieve your scan job using the lab workstations or using Internet Explorer. The current password can be found at <http://www.bus.umich.edu/Technology/Accounts/SchoolPasswords/default.htm> (login is required). Once you have accessed the network via ftp, navigate to the Scan folder.

Scanned files will be deleted after 24 hours.

The Scan folder is a public folder – all students have access to this folder and its contents. If your document is confidential or personal, move the file immediately to your ITCS storage (<http://mfile.umich.edu>), a personal storage device, or your personal laptop. You can also use the Non-public scanners for scanning sensitive documents.

Local Scanners

There are two workstations along the back wall of the Lower Lab that are not connected to the network. They do not have access to the R:\ drive, but they do have internet access. All scans at these workstations are saved locally on the hard drive.

1. Place your paper/photo on the glass as shown.
2. Push the Scan button.
3. The “CanoScan Toolbox” window pops up on the monitor.
4. Click Browse to select the save location for the scan.
5. Save the file to your ITCS storage (<http://mfile.umich.edu>), a personal storage device, or send it via email.
6. Delete the files – they will not be automatically deleted from the workstation.