

Technology at Simmons College:

Tips on using the College's public printers

What you should know about the Printing Quota Policy...

- Simmons students, faculty and staff get 350 free black & white printouts with 50 bonus pages for misprints. Use Shark Points to print beyond 400 pages.
- Color printouts count as 11 black & white pages (the equivalent of \$.77 per page.)
- Alumnae/i and guests can purchase Shark Cards at Cash Value Terminals in the Main Campus Library, School of Management Library, and Quadside Café on the Residence Campus.
- For more information about the printing policy, visit us online at my.simmons.edu/printing.

Find all you need to print at the Library Information Commons

- Duplex printers for you to print double sided to conserve paper.
- Staff at the Technology Desk on the 2nd floor to assist you in printing or setting up your laptops to print to public printers.
- A color laserjet printer to make your PowerPoint presentations fancy.
- Flat bed scanners with slide attachments for you to scan pictures, books, etc.

Printing on the Residence Campus

Residence campus lab users need to supply their own paper for printing. Use only copy paper to avoid printing jams.

To avoid jams, DO NOT put the following paper in Simmons printers:

- Transparencies
- Cardstock or other heavy paper
- Resume paper
- Envelopes
- Photo or glossy paper
- Re-used paper

Report jams and problems to the Help Desk at x2222.

To print or not to print...

- Save a tree: print on both sides of the paper!
- Read articles online and print only what you need.
- Copy and paste online material in a Word document and cut out unnecessary pictures and text before printing.
- Adjust font size and document margins to minimize pages used.



One tree produces about 17 reams of printer paper or about 8,500 sheets.

Make sure to visit us online for more tips at <http://my.simmons.edu/technology/helpdesk>