

Technology at Simmons

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 Fenway Cash to print beyond 400 pages.
- Color printouts count as 11 black & white pages (the equivalent of \$.77 per page).
- Alumnae/i and guests may print by obtaining a card, and adding money to it, from one of the Library Information Commons' service points (i.e. Circulation Desk, Reference Desk, and the Technology Desk).
- To add cash to your Fenway card go to fenway.com
- For more information about the printing policy, visit us online at my.simmons.edu/printing.

Printing at the Beatley Library Information Commons has:

- Duplex printers for you to print double-sided to conserve paper
- Staff at the Technology Desk on the 1st floor to assist you in printing and setting up your laptops to print to public printers.
- Color laserjet printer to make your PowerPoint presentations fancy.
- Flatbed 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, and the manual tray, to avoid printing jams.**

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

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

Report jams and problems to the Help Desk at 617-521-2222

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.
- When using MS Powerpoint print multiple slides per page.
- Adjust font size and document margins to minimize pages used.
- Shrink your document to "fit to page."

For more printing tips and information
my.simmons.edu/technology/printing