

# Computer Tips :: Printing

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**Printer paths: There are five public printers in the library building.**

## Ground Floor

**X025-WC7132** – 24 hour lab - This machine is located outside the lab entrance towards the library.

**X029-WC7132** – Coin op - This machine functions as the coin operated copier. It is located near the circulation desk inside the library. You may re-direct print jobs to this machine when the default printer is malfunctioning.

## 1st Floor

**X029-WC7655** – Public printer - All computers located on the first floor print to this machine by default.

**X028-WC7132** – Coin op - This machine functions as the coin operated copier. You may re-direct print jobs to this machine when the default printer is malfunctioning. NOTE: This machine also will scan to e-mail, good for large size documents and drawings. Ask librarian for help.

## 2nd Floor

**X026-WC7132** – Coin op - This machine functions as the coin operated copier. It is located on the top floor of the library. All computers in the E-Classroom print to this machine by default.

## Billing

Your account will be charged as follows:

- Black and White : \$0.04 per page
- Color : \$0.16 per page

If you are printing from a computer to the networked printers in the library, you will be charged four cents per sheet. You will be billed to your account by the Business Office. You will be notified by Fairmont State email.

You are charged for printing as soon as you select and press the print key. If there is any printer or network malfunction, and you do not receive your print job, please do the following:

1. Note the place, the printer to which you printed (in the library the printers are designated as above)
2. Note the date, time, and number of pages you attempted to print.
3. Keep this information until you receive your bill at the end of the month.

If you have any questions regarding printing charges, contact Tami Winston in Hardway Building 319. You may also send an email to [twinston@fairmontstate.edu](mailto:twinston@fairmontstate.edu), or call her at 367-4111.

## Printing color

New Xerox printers/copiers are available in the library giving you the option to print/copy in either black and white or in color. Your computer print function defaults to black and white, but you may change your choice to print color.

1. Go to FILE and click PRINT
2. Select PROPERTIES (upper right)
3. Find COLOR OUTPUT and select COLOR
4. Click OK

## Color Printing at the Fairmont State Copy Center

3rd Floor, Falcon Center  
Monday-Friday (8 a.m. - 5 p.m.)  
Tel: 367-4185.

Color printing (\$0.75 per page) is available at the Fairmont State Copy Center You can also send your file as an e-mail attachment to [gcain1@fairmontstate.edu](mailto:gcain1@fairmontstate.edu) and pickup your printout at the Copy Center. You need to call the Copy Center when sending a job by e-mail so that the job will be completed for you in a timely manner.