HOW TO:
PRINT, COPY, SCAN FOR THE LIBRARY

To print a document from a lab machine ($.09 for black and white/ $.50 for color)

1. When ready to print, select the "PayForPrint" printer
   - If color is needed, select Printer properties, then select the quality tab and change to color
2. Scan your badge at the reader on the print/copy/scan device
3. Select jobs you want to release and press print

- -Students are given a $4.50 credit per semester.
- -Black and white pages cost $0.09 per page. (which equals 50 free pages)
- -Color pages cost $0.50 per page. (which equals 9 free pages)
- -Students can utilize both color and black/white, but the black/white gives the most value.
- -Once the free credit is used, the charge goes to their personal Dolphin Card account.
- -Any issues with the free print credit ($4.50) can utilize the email printlabhelp@ju.edu for any help they may need.

To use the copier
1. Scan your badge at the reader n the print/copy/scan device
2. Select the copy button on the display
3. Set copy settings, place originals face up in the feeder, press blue START button.

To scan a document to your JU email
1. Scan your badge at the reader n the print/copy/scan device
2. Press scan button
3. Press "me" button to send to your email address
4. Place originals face up in the feeder and press the blue START button

My job didn't print!?!?

- You do not have sufficient funds on the Dolphin1Card. To add Funds, go to https://judolphin1card.com or visit the Bursar's office
- Your JU account may not be associated with our Pay for Print system yet. Please contact the Help Desk for assistance at 904-256-7200
- The printer is out of order. Report the issue to a lab monitor or the IT Help Desk at 904-256-7200
- The print job failed during printing. To request a refund for failed jobs, email the printrefunds@ju.edu with the following information:
    - Name, ID card number
    - Approximate time of issue
    - Error message displayed, if available

    - Refunds will be given in the form of credits to your printing account