

## Pay-for-Printing Usage Instructions

### Printing your document is a two-step process:

1. **Submitting it to the printing queue**
2. **Releasing it for printing**

If you wish, you can submit your document in one lab and release it for printing in another lab. This is sometimes necessary for color copies since color printers are not located in every lab; see [Printer locations](#) below.

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### To submit your document to the printing queue:

When submitting your document, select:

- the **BW-HOLD** queue for black and white copies
- the **COLOR-HOLD** queue for color copies

Your document will be delivered to the appropriate printing queue where it will stay until you release it. Be sure to write down your **document name** and the **name of the machine** from which you printed!

**Jobs will stay in the queue for 2 hours before being automatically deleted!**

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### To release your document for printing:

- Go to one of the Print Release Stations located next to each lab printer.
- Place your Copico card into the card reader; the Print Release Station will display the list of jobs in the queue.
- Identify your job by looking for your document name or the name of the machine from which you printed.
- Select your job by clicking on it. If you have multiple jobs, use the **right mouse button** to select more than one job.
- Once you have selected your job(s), click the **Print Selected** button at the bottom right corner of the screen. Your Copico card will be debited, and your document(s) will begin to print momentarily.

Your card will be debited at a rate of 9¢ per page for black and white printing, and 75¢ per page for color printing.

**Note:** Because Copico gives you bonus money based on the amount you put on your card, you can increase the number of pages you can print for your dollar by increasing the amount of money you put on your card. For example:

<b>Amount placed on card:</b>	<b>Bonus from Copico:</b>	<b>Total value of card:</b>	<b>No. of B&amp;W pages</b>	<b>No. of color pages</b>
\$1.00	\$0.10	\$1.10	12.2	1.46
\$5.00	\$0.60	\$5.60	62.2	7.46
\$10.00	\$2.30	\$12.30	136.6	16.40
\$20.00	\$6.10	\$26.10	290	34.80

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**Printer locations:**

<b>Black &amp; White:</b>	
Library LL4; 874-2230 Chafee 217; 874-2148 Fine Arts F102; 874-2703 Library 107; Department Only Independence 301; 874-4720 Independence 309; 874-2032 Independence 308; Department Only	Quinn 215/217; 874-5519 Memorial Union 303; 874-7464 URI/Providence, 301; 277-5290 URI/Providence, 326; 277-5172 URI/Providence, Library; 277-5130 Library Resource On-line Center; 874-2653
<b>Color:</b>	
Chafee 217; 874-2148 Fine Arts F102; 874-2703 URI/Providence, Library; 277-5172	
Facilities Schedule: <a href="http://www.uri.edu/ois/iits/iits.facilities.schedule.html">www.uri.edu/ois/iits/iits.facilities.schedule.html</a>	

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