On-Campus Computer Checklist

Printing Quotas for Carson-Newman Printers

Printing

C-N uses a print managing software which gives each student initially 500 pages of printing per semester (summer classes are pro-rated based on the technology fee paid).

Additional pages can be purchased in increments of 100 pages at 05¢ per page in rooms 126 or 127 of the Information Technology department.

To determine how many pages of printing you have available BEFORE you begin a major project:

> Go to any open computing lab
> Log onto the computer
> Roll the mouse over the print manager icon in the lower right corner of the screen.

This should tell you the number of pages you have left in your allocation.

Purchase more pages BEFORE you need them (only available during normal business hours Monday – Friday 8:00 a.m – 4:30 p.m.).