

CNU STUDENT PRINTING INSTRUCTIONS

CNU Students are given \$20.00 worth of free printing per semester.
After that students must add additional money to their Captain's Card Account.

FEES

Single-Sided Black and White Printing	\$.06 per sheet
Double-Sided Black and White Printing	\$.08 per sheet
Single-Sided Color Printing	\$.15 per sheet
Double-Sided Color Printing	\$.26 per sheet

INSTRUCTIONS

1. Send the job to the printer
Note: How to do this will depend on the program you are using
2. Select **LIBRARY BW** for Black & White Printing
3. A printer dialog box will pop-up

4. a. Single-Sided Printing

- ✓ Click Print

3. b. Double-Sided Printing

- ✓ Click Preferences or Properties button (depends on program)
- ✓ Click the Layout tab
- ✓ Under the section Print on Both Sides, choose Flip on Long Edge
- ✓ Click Okay
- ✓ Click Okay again

4. A password/job name box will pop-up
5. Type in a password for the job
Tip: It can be anything you want, but keep it short.
6. Type in a name for the job
Tip: It can be anything you want, but make it unique so you can locate it in a list.
7. Go to a print station
8. Swipe your Captain's Card (CNU I.D.)
9. A list of current jobs will appear
10. Select your job from the list
11. A keyboard will pop-up on the screen
12. Type in the password
Note: If you forgot the password you will need to re-print it. The system will automatically delete unprinted jobs after 2 hours.
13. Select Print
14. The amount of free printing and/or the amount of the money on the card will be displayed on the touch screen

IMPORTANT REMEMBER TO HIT EXIT AFTER PRINTING OR YOUR ACCOUNT (MONEY) CAN BE USED BY OTHERS WHO PRINT AFTER YOU

PRINTER STATION LOCATIONS

Reference Area of Tribble Library (1 st Floor)	2 Black & White Printers
24/7 Study Area of Tribble Library (1 st Floor)	1 Black & White Printer
Media Area of Tribble Library (2 nd Floor)	1 Black & White Printer; 1 Color Printer
McMurrin Building Computer Lab	1 Black & White Printer

PLEASE TURN OVER FOR IMPORTANT INFORMATION REGARDING YOUR CAPTAIN'S CARD ACCOUNT

HOW TO ADD MONEY TO YOUR CAPTAIN'S CARD

Online via <i>myCNU</i> under the <i>My Captain's Card</i> link	Credit Cards: \$25.00 minimum/\$500.00 maximum Note: <i>There is \$2.50 transaction fee for online deposits.</i> <i>May take up to 24 hours for deposit to become available</i> No cash or checks
The Captains Cash Kiosks located in Einstein's Café and in the DSU near the Bookstore.	Cash: any amount Credit Cards: \$25.00 minimum/\$500.00 maximum No checks or coins Note: <i>Machines do not give change</i>
Welcome Desk in the DSU	Loose coins: any amount No checks, credit cards or paper money
Business Office in the Administration Building	Cash or Check: any amount Note: <i>May take up to 24 hours for deposit to become available</i> No credit cards

The free printing money can be used for the printers & photocopiers.

Money you put on your card may be used in Campus Photocopiers, all campus dining locations, University Bookstore, Captains "C" Store, Laundry and Vending machines, Health and Wellness, Freeman Center, Freeman Center Ticket Office, Parking Services, and select CNU Village Merchants as well as for the printers.

ACCOUNT QUESTIONS?

Please Contact:
Captain's Card Office in the DSU
David Student Union, 3rd Floor, Office 386
Email: captaincard@cnu.edu
Phone: (757) 594-8834
M-F – 8 a.m. - 4 p.m.
S-S – Closed

CARD QUESTIONS?

Please Contact:
The Welcome Desk
David Student Union, 1st Floor
Phone: (757) 594-7000 or (757) 594-7100
M-TH - 8 a.m. - 12 a.m.
F - 8 a.m. - 11 p.m.
S-S - 10 a.m. - 11 p.m.