

Printing, Scanning, and Copying

Where can I print? What are printing costs?

Printers are available in the Reference Area on the 2nd floor and the Reserve Room on the 1st floor. Each current student is given a \$15 credit at the beginning of the semester to use for printing. To add more money to your printing account, use the machine in the Reserve Room. The printing cost for users with a John Jay email account is 5 cents per page for Black/White prints and 25 cents per page for Color prints. For users without a John Jay email account the cost is also 5 cents per page for Black/White prints.

How do I print?

STEP 1

Login

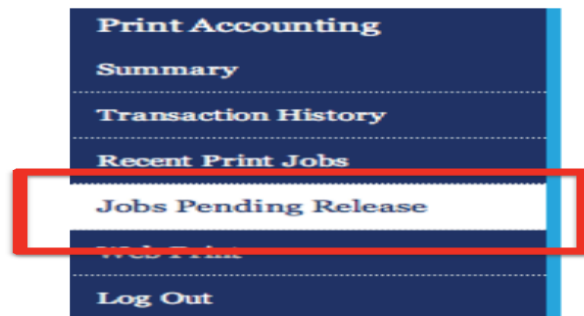
Note Username and password are the same credentials when logging into email address



STEP 2

After logging in you will be directed to the account home page.

Select the Jobs Pending Release tab on the left hand side.



STEP 3

When the page loads you will see all pending print jobs waiting to be released.

The screenshot shows the 'Print Release Station' interface for John Jay College of Criminal Justice. At the top, the user is identified as 'jgradowski' with a balance of '\$31.65'. Below this is a table of pending print jobs. Each row includes the user, printer, document name, machine ID, page count, and cost. To the right of each row are 'Print' and 'Cancel' buttons. At the bottom of the interface are 'Exit', 'Print All', 'Cancel All', and 'Done' buttons.

User	Printer	Document	Machine	Pages	Cost	Action
jgradowski	IT55-L27200NB-BW	http://www.jjay.cuny.edu/	IT55-L27206-02	2	\$0.10	Print Cancel
bpeters	IT55-L27200NB-BW	http://www.jjay.cuny.edu/	IT55-L27310-02	2	\$0.10	Print Cancel
daniela.piotto	IT55-L27200NB-BW	https://esims.cuny.edu/LoggedInServlet?Curr...	IT55-L27206-10	1	\$0.05	Print Cancel
nyiemga.gambrell	IT55-L27200NB-BW	The%20Emergence%20of%20Critical%20Incl...	IT55-L27205-01	8	\$0.28	Print Cancel

STEP 4

OPTIONS FOR PRINTING

When the page loads you will see all pending print jobs waiting to be released. You can choose to print one specific job by clicking the **PRINT** button next to the specific job.



This screenshot is identical to the one in Step 3, but the 'Print' button for the first job (jgradowski) is highlighted with a red rectangular box to illustrate the action described in Step 4.

Guest printing

Are you a guest on the John Jay campus? You can register for a guest account to print on the John Jay campus. Simply sign up for an account at <http://jayprint.jjay.cuny.edu/register>, add money to your account at a refill station and then print your document.

Scanning and Copying

Scanners are located in the Reserve Room downstairs, as well as two scanners located upstairs near the Law Reference section. Scanning is free! Note that individuals should **never scan or copy a complete book**, since that would be a copyright infringement. Students may only use the scanner for limited periods of time when the Library is busy. The Library also has photocopiers available in the back of the Reserve Room on the lower level and in multiple locations on the second floor. Photocopying costs 15 cents per page.

Related links

Copyright: <http://cuny.edu/libraries/services/copyright/students.html#scanning>

Guest Printing Guide: <http://www.lib.jjay.cuny.edu/services/printing/guest>

Wireless Printing: http://www.lib.jjay.cuny.edu/sites/default/files/lib_site_images/webprint.pdf