

## On-Campus Computer Checklist

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### 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.).