Copiers in Rm. 223 (Copiers numbered: 1 – 6)

- 4 black and white copers (#1, 2, 4 & 6) - take cash (coins & dollars) and takes QCI copy/print cards (single side only)
- 1 color copier (#3) - take cash (coins & dollars) and QCI copy/print cards (single side only)
- 1 Handicap accessible copier ( #5) - take cash (coins & dollars) and QCI print cards (single side only)

Also have 2 change machines which dispense coins:

- 1 change machine dispenses quarters only (coins are not necessary for copying or printing)
- 1 change machine takes larger bills and dispenses dollar bills only (all the copiers/printers take dollars and will give you change for what is not used)

Lexmark Printers (located on the back side of Info/Ref desk)

- 2 B/W printers (P2 & P3) do black 'n white printing & you can pay for color job, but job comes out at the color printer (P1) both with two-sided printing option - cost per side taking cash or copy print cards ....10 per side B/W .....25 per side color
- 1 B/W printer (P4) does black 'n white printing & you can pay for a color job, but job comes out at the color printer (P1) both with two-sided option - cost per side taking cash or credit cards only
- 1 color printer (P1) color prints can be paid for at any of the 3 print stations (P2, 3, & 4), but job is retrieved at this color printer - two-sided printing option - cost per side (.25)
- Wireless printing retrieval available on all print stations.

Entryway Copier/Printer Combo Machines (C/P5 & C/P6)

- 2 machines (C/P5 & C/P6) are combination copier and a printer in one machine. Both will do two-sided copies and prints. Documents can be scanned or placed in the document feeder - copy or print scans do not come out until job is completed and paid for. Also, these machines can scan a document ($ .05 per page) to a USB in black 'n white or color* (*color copying/printing is not an option on these machines - they do not copy or print in color, the machines will scan a document in color & save to a USB but will not print in color)
- Students can use cash (coins & dollars) and credit cards on these machines - no copy/print cards.
- These machines give the credit card user a $9 credit line, but after processing, the bank takes out only the amount the student actually copied/printed. (ex. $.40) The transaction must go through the banking process before the actual amount is deducted from their acct.
• Remind students these combo copiers/printers can only copy or print up to 90 pages at one time since if gives you a $9 credit line then they MUST pay for that job before they continue on with the rest of their copying or printing. They should NOT copy or print over 90+ pages at one time - the scans will be lost and they will need to start all over.
• No wireless printing retrieval available at this time on these machines.

**Important facts:**

• Print jobs stay in the print Q for 2 hours then they disappear.

• Change is given out for larger bills, if they have it to give at the checkout/reserves desk.

• We do have the green $ machine in copier room 223 which takes larger bills and dispenses $1 bills.

• QCI copy/printer card available for $1 – first .50 take out for the purchase of the card and left with .50 worth of copies /prints. Every time you add $1 to this card you gain bonus $ of .20. Buying the card is cheaper because of the bonus $ and each copy is .08 per page instead of .10. Prints are .10 per page, but with the bonus $ student saves & it adds up. (Ex. Adding $5 to the card will net you $1 in bonus $ once you have purchased the card)