

## Photocopying and Printing at the Milton S. Eisenhower Library

### Where are the photocopiers?

Self-service photocopy machines are located on the Main, A-, B-, C-, and - D-Levels. Black and white copies are \$.07 per page using a J-card or copy/printing card, and \$.10 per page using cash (copiers taking cash available on M- and C-Levels only).

### Is there a color copier?

Color copying is available on the A-Level in the **Government Publications/Maps/Law/Library**. Color copies are \$.75 per page (card or cash).

### Where are the printers?

Networked photocopier printers are located on: M-Level (2), A-Level (1), C-Level (1), and D-Level (1). Printing is \$.07 per page (J-card or copy/printing card **only**, no cash or coins).

### How do I pay for photocopying and printing?

Add money to your J-card\* at the VTS (Value Transfer Stations) machines on M-Level and C-Level. If you don't have a J-card you can buy a copy/print card at the machines for \$.75. Both the printers and the photocopiers are equipped with readers in which to swipe the J-card or copy card.

\*Please note that money cannot be added to non-Homewood J-cards. Patrons from the Medical School need to purchase copy cards.

### Other photocopying services

If you have a copying job that cannot be done on our public copiers, please see Support Services on A-Level.

### Remote and wireless printing

Current students, faculty and staff now have the capabilities of printing to a variety of printers throughout campus, including in the MSE Library, by using the Uniprint mobile software installed on their personal computer. Visit <http://www.jhu.edu/printing> for more information and setup instructions.

### Double-Sided Printing

When ready to print, first select the **Preview** button on the browser toolbar.

From the preview window that opens, select the **Print** button in the upper left hand corner. The **Copy Print on AIR** icon will be highlighted; below and to the right, press the **Preferences** button.

Choose **Finishing** tab at the top of the **Printing Preferences** window that opens. **Print Style** menu - change to **2-sided Printing**. Press **OK** to close the Preferences dialog box and then **Print**.

You will be prompted to name your print job as usual. Close the browser when finished so the normal settings will be restored.