
Printing in Spangler

Printer Options and Locations

Each of Spangler's public network computers, including the four library stations by the central staircase, has a default laser printer based on the location of the computer.

There are two public laser printers on the top floor and additional public laser printers on the middle-floor computers. The top-floor printers are located on either side of the central staircase. The middle-floor printers are behind the central staircase.

Choosing Your Printer

If you wish to use a printer other than the default printer for a network computer, you may choose a different printer.

1. Click on **File**
2. Click on **Print**

A box will open with the information about the print job, including the following:

1) which printer the job is going to and 2) how many copies of the current job will be printed.

In the top left part of the screen is a small display box labeled **Printer**. The name of the default printer is listed.

3. Click on the **down arrow** for the display box to your available printers
4. Click on the printer you want to use

Color Printing

The library has **two color printers** for public use:

- One for color printouts and
- One for color transparencies.

You can select one of these printers from the pull-down menu in the Print dialogue box.

Color printouts may be picked up at Circulation Services, on the top floor.

- Let the Circulations Services staff know that you have sent a document to a color printer. They will then "unpause" the color printer selected so that your document will be printed.

A print queue control system is used to pause and "unpause" the color printers. These printers are activated upon a patron's request for color printouts. This system setup eliminates mistakes by people who accidentally send printouts to the wrong printer, while also saving printer ink since ink cartridges are expensive.

Due to the slower speed of the color printers, color print jobs must be started no later than 15 mins. before closing time.

Printing fees:

- Color printouts cost 25 cents per page
- Transparencies (color or black & white) cost \$1.25 each.