PRINT ACCOUNTS AND PRINT POINT CREDIT

- Your NetID is also your print account. Reset your password and check your print balance in MyNewSchool. For help, see staff at any lab reception desk.

- Student print account balances are updated 24 hours after registration or 15 minutes after purchasing print points. Print points may be used through August 15th of the current academic year. After that, any remaining print points will expire. **Print points are an allocation that does not translate into actual currency, but helps support more orderly printing and reduces waste. No refunds or credit are issued for unused print points.**

- Degree/Credit seeking students* registered for current academic term, faculty and staff may purchase additional print points through MyNewSchool >Services tab> Information Technoloy Services Tab>Purchase Print Points. Print points may be added at a minimum valueof $5 and a maximun value of $100 using an electronic check or a major credit card.

Print Points Issued Per Term Registered

Students*	$150
Faculty	$30
Staff	$5

Print points may be used towards any black & white or color printer for which the user has access. Terms include Fall, Spring, and Summer. Based on enrollment, you may also have access to photo printers or to Parsons East printers.

* Refers to registered degree or credit-seeking students. Non-credit students do not have access to printing services.

PRINTER LOCATIONS, SIZES AND CHARGES

	Size	Media	Cost	Per	Printer Name	Printer Location
Color	8.5" x 11" (letter)	Recycled Paper	$.50	sheet (double-sided available)	i802-Color 1	55 West 13th Street 8th fl.
					i802-Color 2	55 West 13th Street 8th fl.
					D600-Color 1	6 East 16th St, 6th fl.
	11" x 17" (tabloid)	Recycled Paper	$1.00		UL106-Color 1	63 Fifth Avenue Floor L1.
					U501-Color 1	63 Fifth Avenue 5th fl.
Pro Color	8.5" x 11" (letter)	color print paper	$0.75	sheet (double-sided)	D707- Pro Color1	6 East 16th St, rm 707
					E208A- Pro Color1	25 East 13th St, 2nd fl.
					E300A- Pro Color1	25 East 13th St, 3rd fl.
	11" x 17" (tabloid)		$1.50		U432- Pro Color1	POC* 63 Fifth Avenue, rm 432
					U432- Pro Color2	POC* 63 Fifth Avenue, rm 432
Plotter	Sizes and pricing vary. Refer to FAQ.	draft paper	Various	plot	i802-Plotter1	55 West 13th Street 8th fl.
					i802-Plotter2	55 West 13th Street 8th fl.
					D707-Plotter1	6 East 16th St, rm 707
					E208A-Plotter1	25 East 13th St, 2nd fl.
					E300A-Plotter1	25 East 13th St, 3rd fl.
					U432-Plotter1	POC* 63 Fifth Avenue, rm 432
					U432-Plotter2	POC* 63 Fifth Avenue, rm 432
		photo satin paper		plot	Submit on IT website. See POC* staff.	POC* 63 Fifth Avenue, rm 432
Black & White	8.5" x 11" (letter)	Recycled Paper	$0.10	single-sided sheet	i801-B&W 1 & 2	55 West 13th St 8th fl.
					i902-B&W 1	55 West 13th St 9th fl.
					D600-B&W1	6 East 16th St 6th fl.
					D707-B&W 1	6 East 16th St 7th fl., rm 707
					D1131- B&W 1	6 East 16th St 11th fl., rm 1131
	11" x 17" (tabloid)		$0.15	double-sided available	E208A-B&W 1 & E300A-B&W 1	25 East 13th St 2nd & 3rd flrs.
					UL106-B&W 1	63 Fifth Avenue Floor L1.
					U432 B&W 1 & 2	POC* 63 Fifth Avenue, rm 432
					U501 B&W 1	63 Fifth Avenue 5th fl.

*POC- Print Output Center, University Center, 63 Fifth Avenue, rm U432 212.229.5300 x1890

PRINTER ACCESS

- **Degree or Credit seeking students, faculty and staff have access to Learning Space Operations printers throughout campus.**

- **Students enrolled in select programs have access to specific printers:**

  - **Select programs from Parsons School of Constructed Environments: access to E300A and E208 printers at Parsons East Labs at 25 E 13th street, 2nd and 3rd floors.**

  - **Select programs from Parsons School of Art, Media and Technology: access to D605 and D703 photo printers at List Academic Center, 6 East 16th Street, 6th and 7th floors.**

For a complete list of eligible programs, refer to signs posted on site, visit www.newschool.edu/it.

See reverse side for workflow tips.

WORKFLOW FOR PRINTING IN THE LABS

- **Save large files as NewschoolPDF and print from Acrobat.** Save a copy of your file as a PDF. If using an Adobe program such as Illustrator, you will then see a PDF settings window. Make sure NewschoolPDF is selected as the preset. Save the PDF to Work In Progress, and open it with Acrobat Pro.

- **Print from the Work In Progress drive.** Save your file to Work In Progress, and open it from there. **NEVER** try to print a file opened from removable media (flash drive, CD, etc), the Drop Box, the web, or an email attachment. Your file may stall the printing network, may become corrupted, and you will lose your print credit.

- 8.5" x 11" (letter) and 11" x 17" (tabloid) are the only sizes available (unless printing to a plotter). **Charges incurred by sending an unsupported page size are not re-credited.**

- **Be patient in times of heavier traffic.** Printers can only process one file at a time. Sending your file more than once only adds to the traffic, slowing everything down. If your document exceeds 20 pages, try printing 20 pages at a time.

- **Users may not add or remove paper in lab printers.** Printing on your own paper is not allowed, except for photo paper in photo room printers.

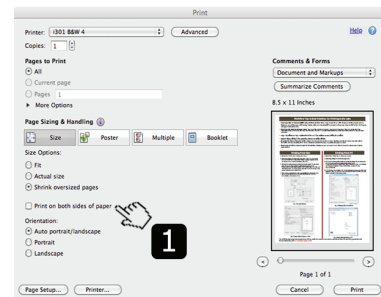*For print recredit requests, please visit www.newschool.edu/information-technology*

PRINTING FROM MAC

1. Go to **File > Print.** Select your printer.

2. Click **Page Setup** to select the page size.

3. Click **OK** in the **Page Setup** dialog box.

4. *Make sure the Format For menu is **NOT** set to Any Printer. Rather choose a specific printer so that the printer name is displayed.*

5. Click **OK.**

6. Click **Print** on print window.
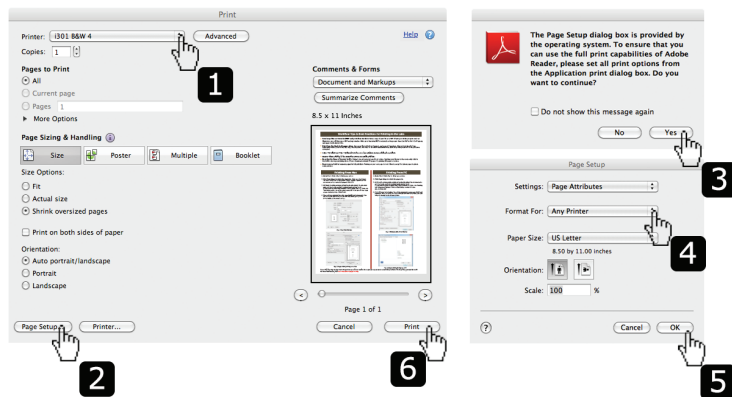
If you wish to change to/from double-sided printing:
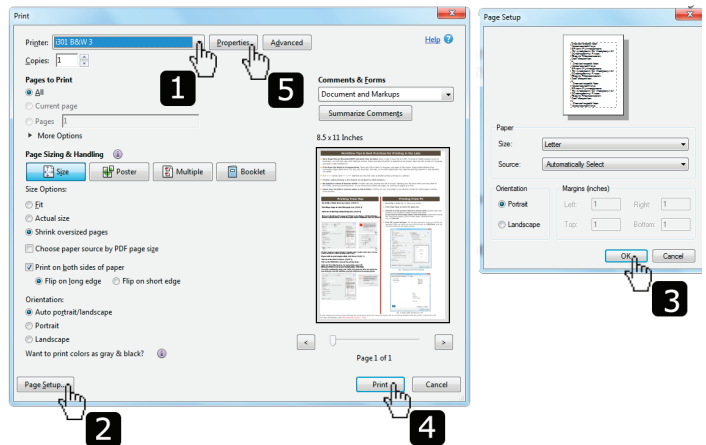
1. In the **Print** dialogue box **(File > Print)**, check or uncheck the box labeled "Print on both sides of paper."

2. If you select to print on both sides, a second option will appear to flip on the short or long edge, depending on whether the print is landscape or portrait.

3. Make sure Printer and page setup is set at your desired printer (see above).

4. Click **Print** on print window.

You will be prompted to enter your NetID and password. After you verify the cost of the job and click OK/Print, your job will print to the chosen printer.
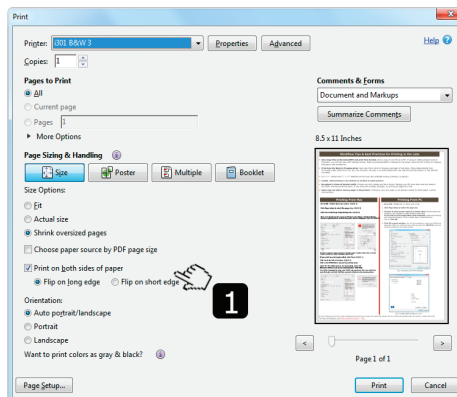
PRINTING FROM PC

1. Go to **File > Print**. Select your printer.

2. Click **Page Setup** to select the page size.

3. Click **OK**.

4. Click **Print** on print window.

If you wish to change to/from double-sided printing:

1. In the **Print** dialogue box **(File > Print)**, check or uncheck the box labeled "Print on both sides of paper."

2. If you select to print on both sides, a second option will appear to flip on the short or long edge, depending on whether the print is landscape or portrait.

3. Make sure Printer and page setup is set at your desired printer (see above).

4. Click **Print** on print window.

You will be prompted to enter your NetID and password. After you verify the cost of the job and click OK/Print, your job will print to the chosen printer.