

Student Printer Policy

Coastal Commerce Bank Library

Printing Availability

Student printing, copying, and scanning is available at the Coastal Commerce Bank Library computer labs, located at the Schriever and Houma Campuses.

Printing Cost and Free Quota

Each semester, students will receive a free quota balance of 120 pages, equivalent to a \$12.00 credit. Once the quota is reached, students are financially responsible for subsequent printing costs. Unused funds from the free quota balance amount will not carry over and will be reset each semester. Unused funds that a student adds in addition to the free quota will carry over and remain on the account until used. Unused funds added by the student are not eligible for refund upon graduation. Students should monitor accounts accordingly.

The cost per printed/copied page side is 10¢.

Printing in the library computer labs is available in black and white only.

Computer Login

Set up access to campus computers by logging in with:

- User name: LOLA Username (first and last name)
- Password: Date of Birth (no leading zero) (ex. 4041989)

You will then be prompted to create your own unique password to use thereafter.

How to Print

To send a print job to the printer, log into a computer in the Library Computer Lab using your personal username and password. When prompted, enter your computer login to release the print job. You are responsible for your own printing.

Check Printing Account Balance

Printing balance may be checked by logging into the PCounter module linked on FalconNet.

Adding Funds

Funds may be added via credit/debit card online through the PCounter module on FalconNet or cash may be paid at the Fletcher cashier windows located on the Schriever Campus.

Disclaimers

No specialty paper or ink may be substituted in the Xerox machine other than the standard paper and ink facilitated by Fletcher.

Printing Errors and Malfunctions

- If a printing error or malfunction occurs, notify library staff and they will assist you.
- Errors caused by technical malfunction such as paper jams may be reprinted by library staff at their discretion.
- Refunds will not be given for misprints, formatting issues, failing to log-out, or improper use.
- If you are unsure of how to print or set up your documents, library staff are available to assist you.
- Please use *Print Preview* to check your print job.
- When printing a file from Canvas, always download the file and open it in a compatible program for optimal document settings.
- The library Xerox machine is not set up for wireless or Bluetooth printing, so print jobs cannot be sent from personal devices.

Using the Pay for Print Copy or Scan Function

- On the Xerox touch screen, click *Alternate Login*.
- Enter your computer username and password.
- Place your document into the document feeder on top (face up) and press start.

OR

- Place your document face down at the top corner of the scanning bed near the green arrow and press start.
- Remember to LOG OUT of the machine when you are finished your job or someone else will have access to your account.

Printing Assistance and Maintenance

Any issues with the P-Counter system or your account should be brought to the attention of library staff. All maintenance, toner/paper refills, and resets to the machine should be administered by a library staff member.

Students are not to touch or tamper with the Xerox machine aside from making copies, scanning, logging-in, or retrieving print jobs.

Neither Fletcher Technical Community College nor Coastal Commerce Bank Library may be held responsible for issues encountered during use of the Xerox machine.

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