

CVA 138 Printing Guide

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Printing in the CFA Lab

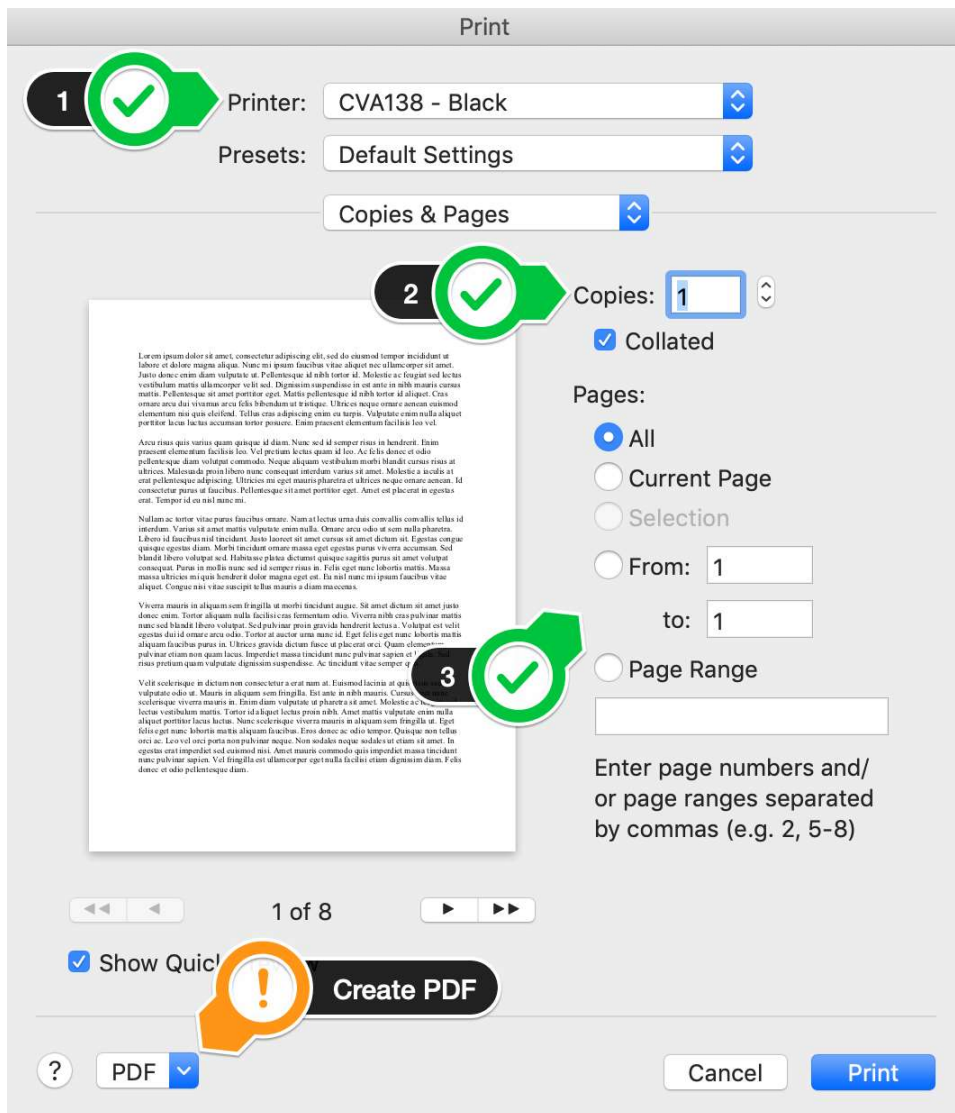
How to Print

Navigating the Print Dialog (using a standard program like Word)

Note: You can bypass all of these steps if all you wish to do is Create a PDF

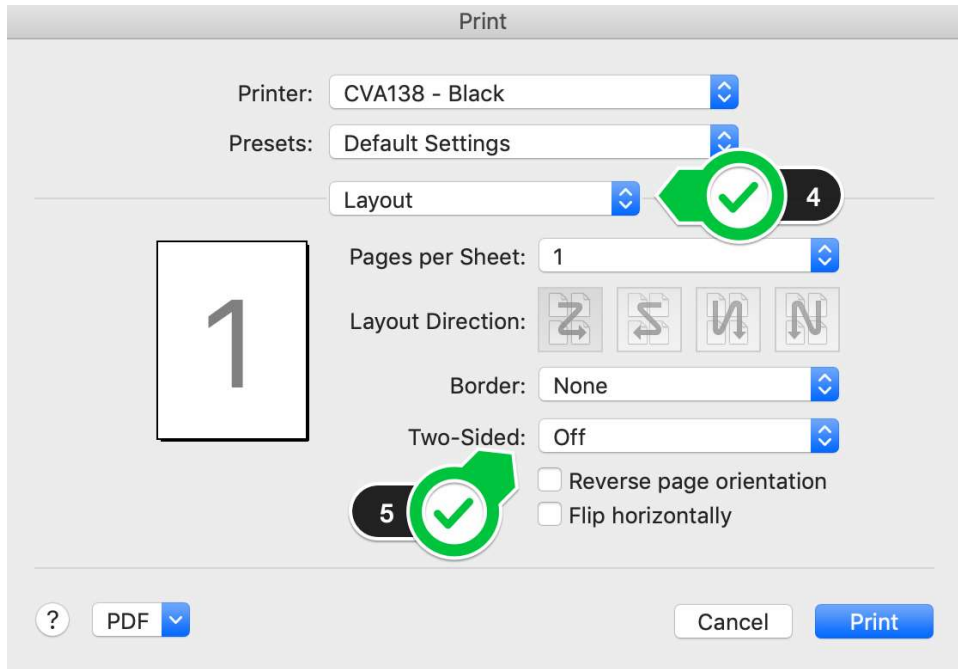
1. Choose which printer you'd like to print to.
2. Select how many copies you would like to print.
3. Select a page range (optional).

From this point, you can opt to send the Print.



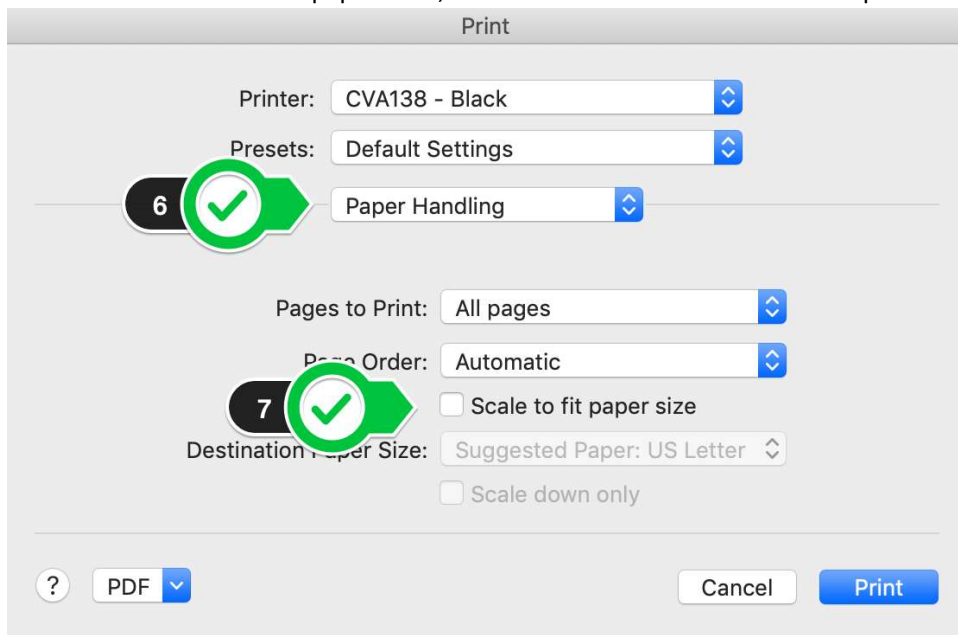
Creating a Double-Sided Print

4. Choose Layout from the pulldown menu.
5. Choose to make the print double sided



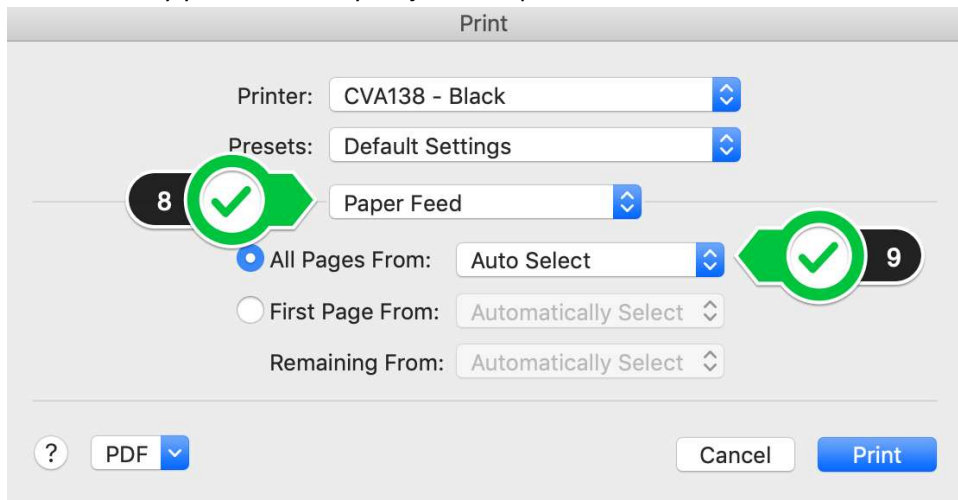
Scaling Print to Fit Paper Size

6. Choose Paper Handling from the pulldown menu.
7. Select the box "Scale to fit paper size", as well as choose the Destination Paper Size



Choose the Paper Tray

8. Choose Paper Feed from the pulldown menu.
9. Select the Tray you would like your job to be printed to.



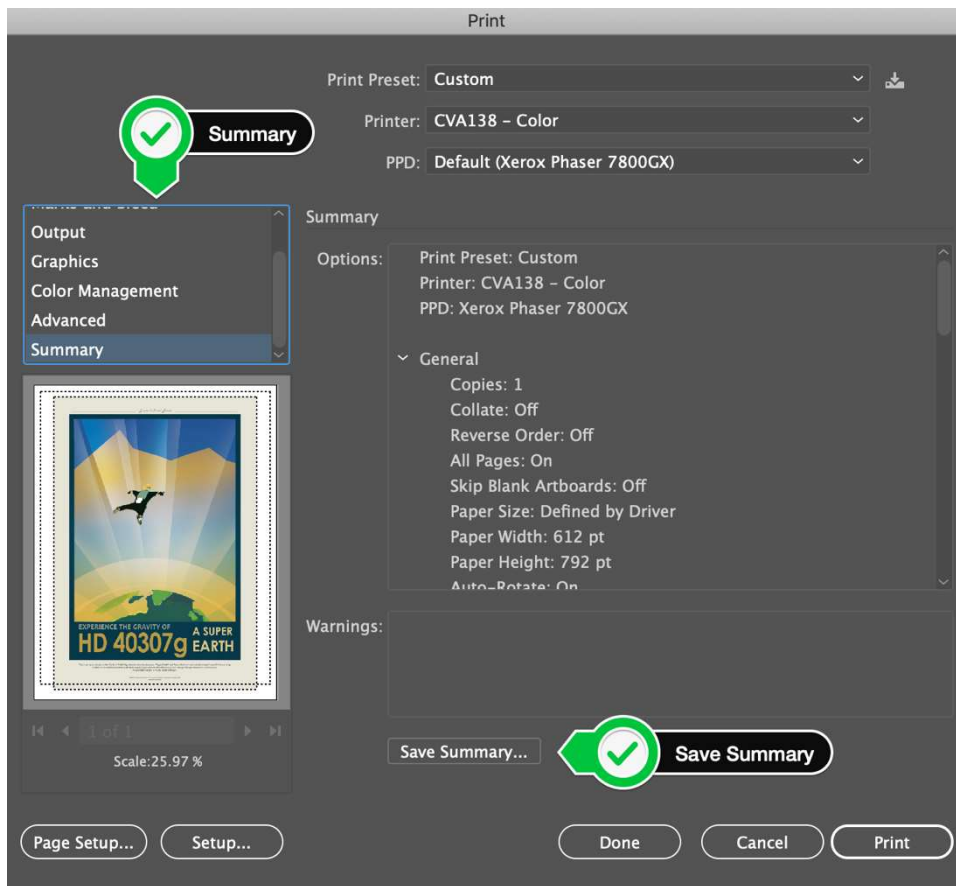
Navigating the Print Dialog (Adobe)

Since Adobe products are primarily for design, and the Xerox 7800 printer is a graphic design printer, numerous things can go wrong when attempting to print. The printer will assume you are setting up your prints a specific way and will operate as instructed without hesitation. Do not leave any setting as automatic or up to the printer to decide. Set each and every setting. Even the paper tray. Leave nothing to chance.

Therefore, it is imperative you take your time setting up your print and monitor all your settings.

For this guide's example, we will be using Adobe Illustrator. Each of the other programs will be similar, but each will have its own nuances to monitor. We recommend going online to Adobe (<https://helpx.adobe.com>) and look up each printing guide for the program you are in. For our example, we will refer to terminology at <https://helpx.adobe.com/illustrator/using/setting-documents-printing.html>

One valuable resource is the **Summary** option, as well as the **Save Summary**, which will allow you to save a detailed text file of your printing set up. This way, you have a reference of what you did to get that file to print out the way you liked it. You would save it once your print settings were set up.



Summary File (Example):

Print Preset: Custom
Printer: CVA138 - Color
PPD: Xerox Phaser 7800GX

General

Copies: 1
Collate: Off
Reverse Order: Off
All Pages: On
Skip Blank Artboards: Off
Paper Size: Defined by Driver
Paper Width: 612 pt
Paper Height: 792 pt
Auto-Rotate: On
Transverse: Off
Print Layers: Visible & Printable Layers
Artwork Fit To Page: On
Ignore Artboards: Off
Position on Media: Center
Tiling: None

Marks and Bleed

Trim Marks: Off
Registration Marks: Off
Color Bars: Off
Page Information: Off
Use Document Bleeds: On
Type: Roman
Mark Weight: 0.25 pt
Mark Offset: 6 pt

Output

Mode: Composite
Emulsion: Up (Right Reading)
Image: Positive
Convert All Spot to Process: Off
Overprint Black: Off

Graphics

Flatness: Automatic
Font Download: Subset
PostScript®: LanguageLevel 3
Data Format: ASCII
Compatible Gradient and Gradient Mesh Printing: Off

Color Management

Source Space: U.S. Web Coated (SWOP) v2
Color Handling: Let Illustrator determine colors
Profile: U.S. Web Coated (SWOP) v2
Preserve Uncalibrated CMYK Color Numbers: On

Advanced

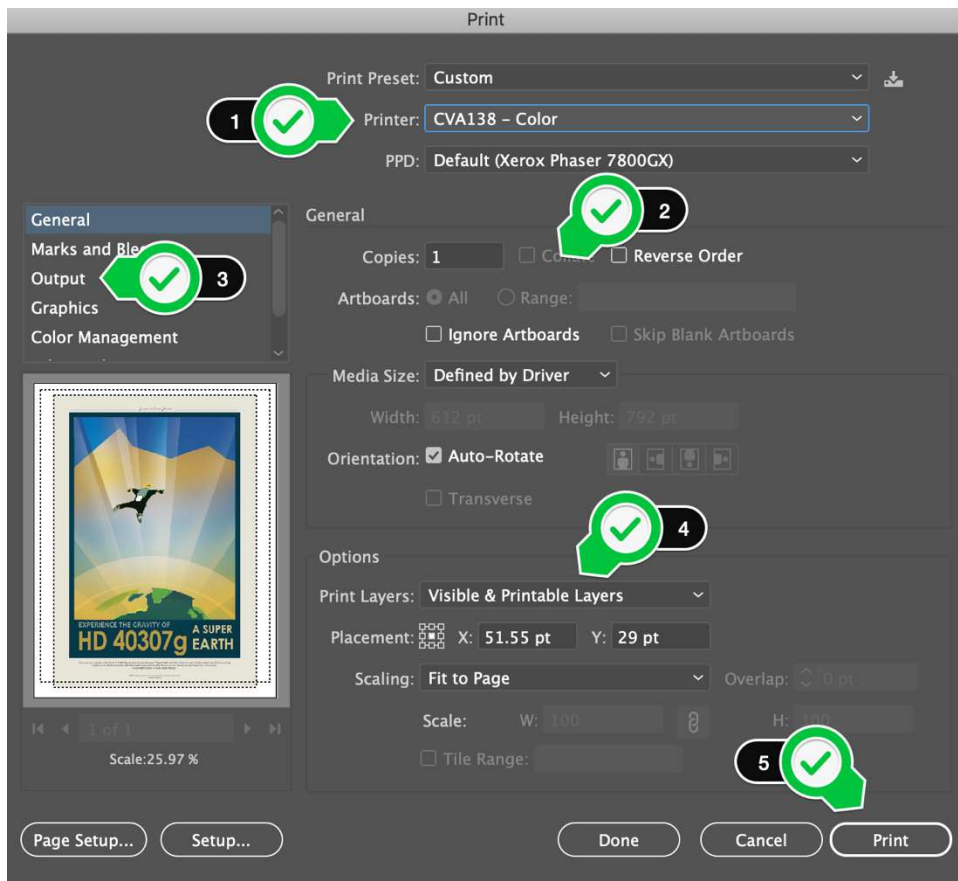
Print As Bitmap: Off
Overprint: Discard
Flattener Preset: [Medium Resolution]
Raster/Vector Balance: 75
Line Art and Text Resolution: 300
Gradient and Mesh Resolution: 150
Convert All Text to Outlines: Off
Convert All Strokes to Outlines: On
Clip Complex Regions: On
Anti-alias Rasters: Off

Warning

The Document Raster Effects resolution is 72 ppi or less.

Print a Composite of Artwork

1. Select a printer from the Printer menu. To print to a file instead of a printer, select Adobe PostScript® File or Adobe PDF.
2. Choose one of the following artboard (if any) options:
 - a. To print everything on one page, select Ignore Artboards.
 - b. To print each artboard separately, deselect Ignore Artboards and specify if you want to print all artboards (All), or a specific range, such as 1-3.
3. Select Output on the left side of the Print dialog box, and make sure that the Mode is set to Composite.
4. Set additional printing options
5. Click Print



Make artwork nonprintable

The Layers panel makes it easy to print different versions of your artwork. For example, you can choose to print only the type objects in a document in order to proof your text. You can also add nonprinting elements to artwork to record important information.

- To prevent artwork from displaying in the document window, printing, and exporting, hide the corresponding items in the Layers panel.
- To prevent artwork from printing, but not from showing on the artboard or exporting, double-click a layer name in the Layers panel. In the Layer Options dialog box, deselect the Print option, and click OK. The layer name changes to italics in the Layers panel.
- To create artwork that does not print or export, even when visible on the artboard, select Template in the Layer Options dialog box.

You can also specify multiple artboards in your document and then choose one artboard at a time for printing in the Print dialog box. Only artwork within the artboard prints. For a video on defining crop artboards, see www.adobe.com/go/lrvid4016_ai.

Print dialog box options

Each category of options in the Print dialog box—from General options to Summary options—is organized to guide you through the process of printing your document. To display a set of options, select the set name on the left side of the dialog box. Many of these options are preset by the startup profile you chose when you started your document.

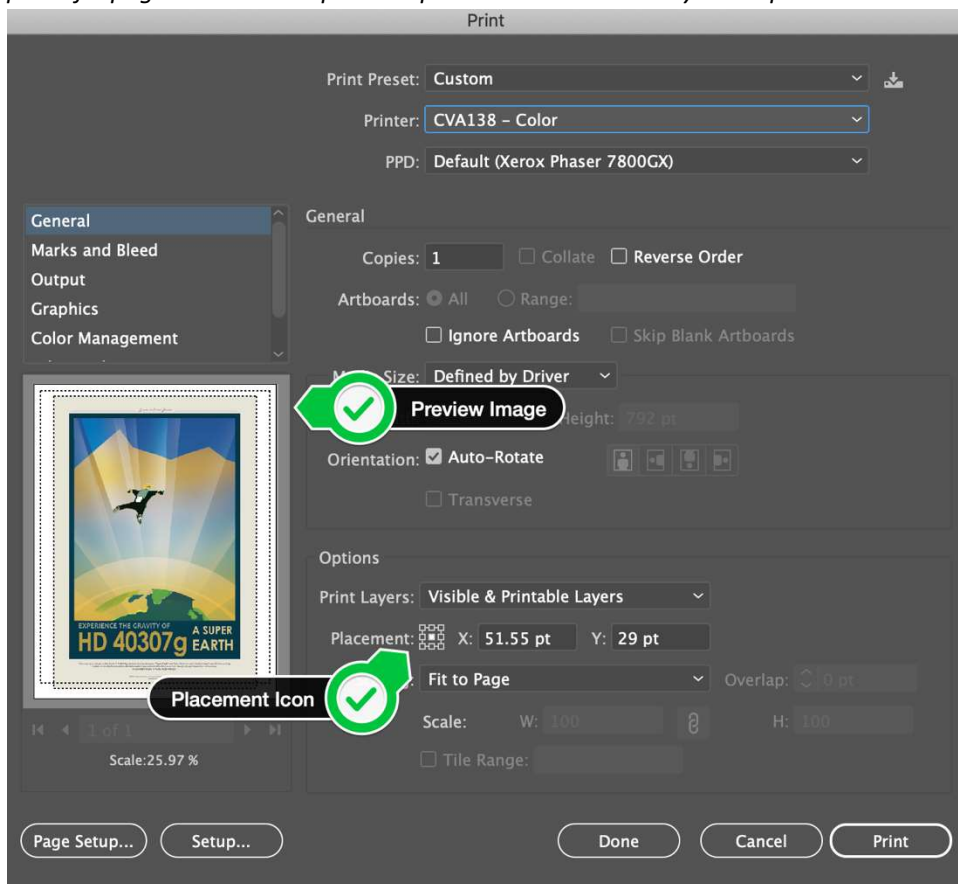
- **General:** Set the page size and orientation, specify how many pages to print, scale the artwork, specify tiling options and choose which layers to print.
- **Marks & Bleed:** Select printer's marks and create a bleed.
- **Output:** Create color separations.
- **Graphics:** Set printing options for paths, fonts, PostScript files, gradients, meshes, and blends.
- **Color Management:** Select a color profile and rendering intent for printing.
- **Advanced:** Control the flattening (or possible rasterization) of vector artwork during printing.
- **Summary:** View and save a summary of print settings.

Reposition Artwork on the Page

The preview image in the Print dialog box shows you where artwork will be printed on the page.

Do one of the following:

- Drag the artwork in the preview image at the lower left corner of the dialog box.
 - Click a square or arrow on the Placement icon to specify the origin point for aligning the artwork in relation to the page. Enter values for Origin X and Origin Y to fine-tune the position of the artwork.
- Tip:** To move the printable area directly on the artboard, drag in the illustration window with the Print Tiling tool. As you drag, the Print Tiling tool responds as if you were moving the printable area from its lower left corner. You can move the printable area anywhere on the artboard; however, any part of a page that extends past the printable area boundary is not printed.

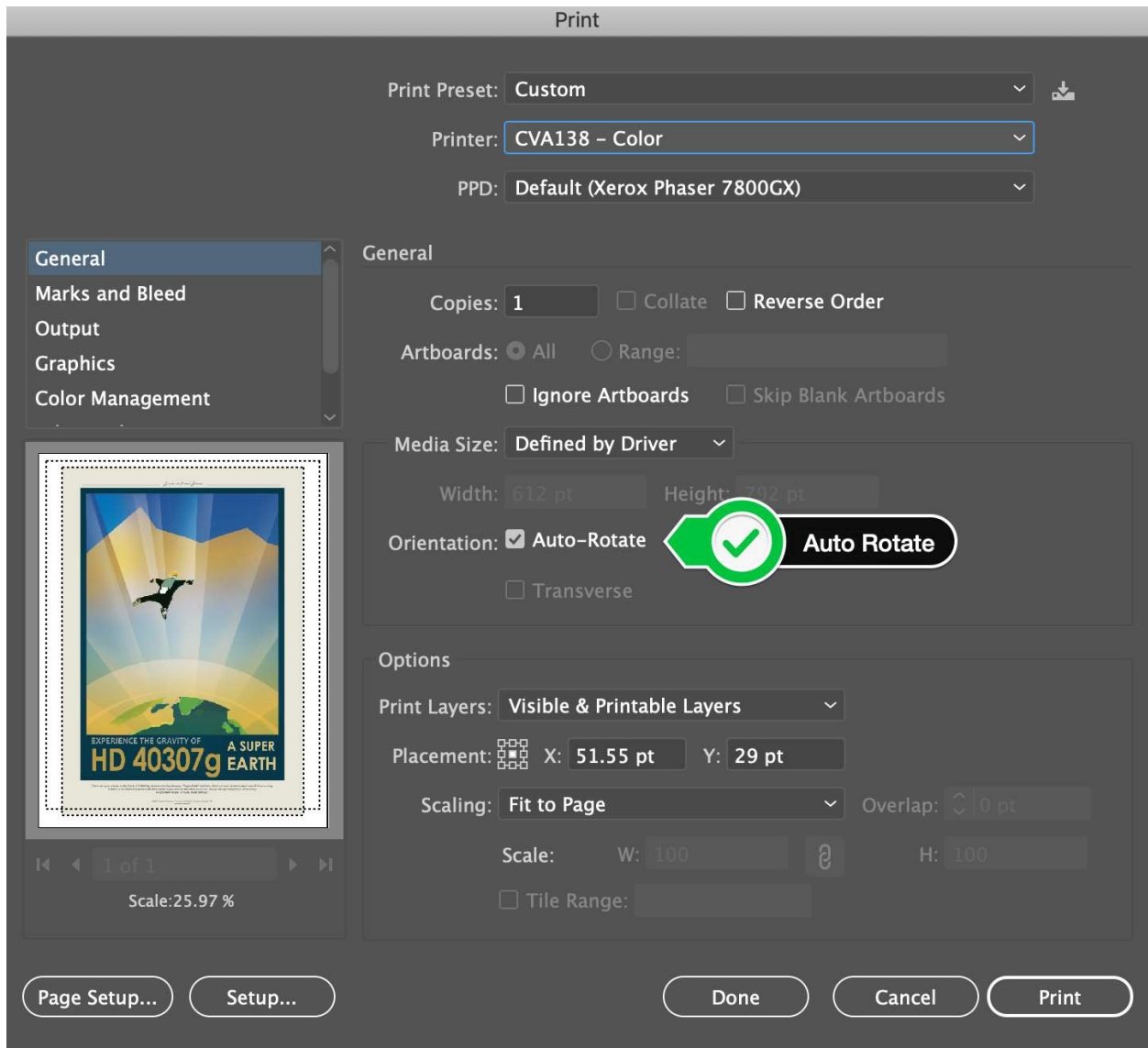


Automatically rotate artboards for printing

In Illustrator, all the artboards in a document can automatically rotate to print to the chosen media size. Select the Auto-Rotate check box in the Print dialog box to set auto rotation for Illustrator documents. For a document created in Illustrator, Auto-Rotate is enabled by default.

For example, consider a document with both landscape (width is more than height) and portrait (height is more than width) media size. If you select the media size as portrait in the Print dialog box, then the landscape artboards automatically rotate to portrait media when printing.

Note: When Auto-Rotate is selected, you cannot change the page orientation.



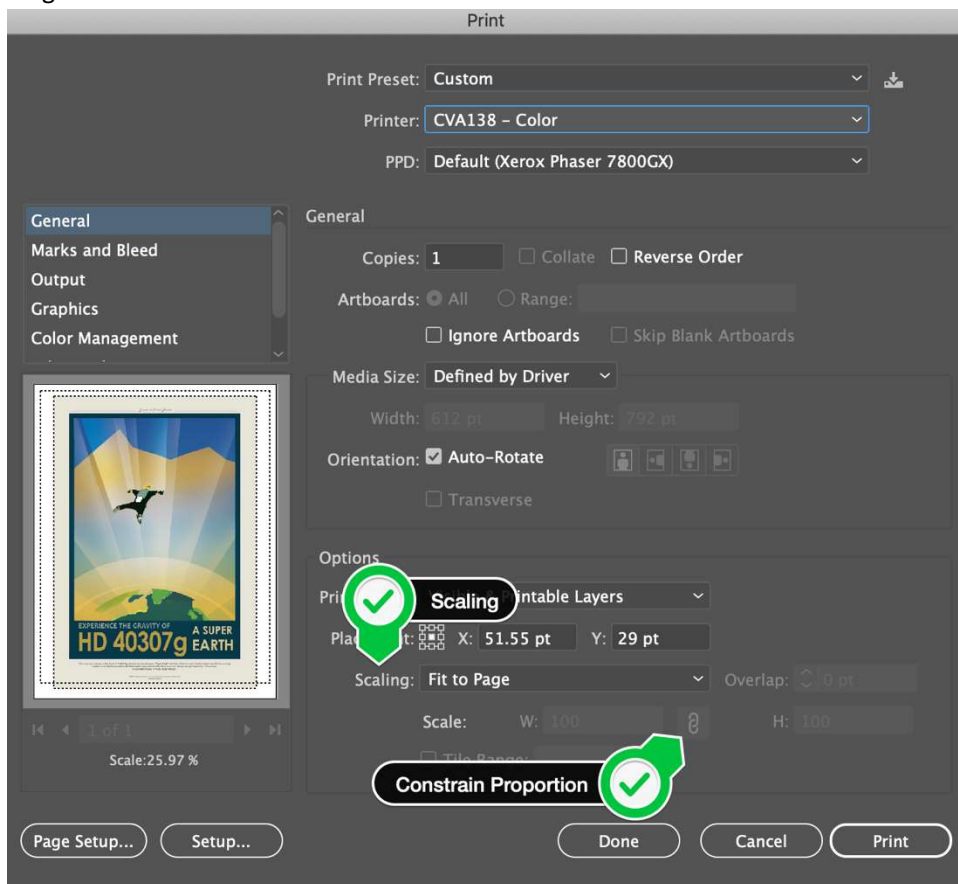
Scale a document for printing

To fit an oversized document on a piece of paper smaller than the artwork's actual dimensions, you can use the Print dialog box to scale the document's width and height, either symmetrically or asymmetrically.

Asymmetric scaling is useful when, for example, you're printing film for use on a flexographic press: if you know in which direction the plate will be mounted on the press drum, scaling can compensate for the 2% to 3% stretching of the plate that usually occurs. Scaling does not affect the size of the pages in the document, it just changes the scale at which the document prints.

Do one of the following:

- To prevent scaling, select **Do Not Scale**.
- To scale the document automatically to fit to the page, select **Fit to Page**. The scaling percentage is determined by the imageable area defined by the selected PPD.
- To activate the Width and Height text boxes, select **Custom**. Enter percentages from 1 to 1000 for the width or height. Deselect the **Constrain Proportions** button to change the document width-to-height ratio.



Change the Printer Resolution and Screen Frequency

Adobe Illustrator prints fastest and best by using the default printer resolution and screen frequency. However, in some cases, you might want to change the printer resolution and screen frequency—for example, if you draw a very long curved path that won't print due to a limit-check error, if printing is slow, or if gradients and meshes show banding when printed.

1. Choose File > Print.
2. For Printer, select a PostScript printer, Adobe PostScript® File, or Adobe PDF.
3. Select Output on the left side of the Print dialog box.
4. For Printer Resolution, select a screen frequency (lpi) and printer resolution (dpi) combination.

Printer resolution is measured in the number of ink dots produced per inch (dpi). Most desktop laser printers have a resolution of 600 dpi, and imagesetters have a resolution of 1200 dpi or higher. Inkjet printers produce a microscopic spray of ink, not actual dots; however, most inkjet printers have an approximate resolution of 300 to 720 dpi.

When printing to a desktop laser printer, but especially to imagesetters, you must also consider screen frequency. Screen frequency is the number of halftone cells per inch used to print grayscale images or color separations. Also known as screen ruling or line screen, screen frequency is measured in lines per inch (lpi)—or lines of cells per inch in a halftone screen.

A high line-screen ruling (for example, 150 lpi) spaces the dots used to create an image close together to create a finely rendered image on the press; a low screen ruling (60 lpi to 85 lpi) spaces the dots farther apart to create a coarser image. The size of the dots is also determined by the line screen. A high line-screen ruling uses small dots; a low screen ruling uses large dots. The most important factor in choosing a line-screen ruling is the type of printing press your job uses. Ask your print shop how fine a line screen its press can hold and make your choices accordingly.

The PPD files for high-resolution imagesetters offer a wide range of possible line-screen rulings paired with various imagesetter resolutions. The PPD files for lower-resolution printers typically have only a few choices for line screens, and they are coarser screens of between 53 lpi and 85 lpi. The coarser screens, however, give optimum results on lower-resolution printers. Using a finer screen of 100 lpi, for example, actually decreases the quality of your image when a low-resolution printer is used for final output. That's because increasing the lpi for a given resolution decreases the number of colors that can be reproduced.

Note: Some imagesetters and desktop laser printers use screening technologies other than halftoning. If you are printing an image on a non-halftone printer, consult your service provider or your printer documentation for the recommended resolutions.

Additional Setups

Occasionally, you will have to venture into the Macintosh's print dialog for specific details such as:

- Tray selection
- Forcing any color selection
- Double-sided printing

To do so, on in Adobe's print dialog, click on the "Setup..." button. You will get a pop up stating: "The Print Setup dialog box is provided by the operating system. To ensure that you can use the full print capabilities of Illustrator, please set all print options from the Print dialog box." Just click on continue.

From there, you'll need to follow the print options found in the "Navigating the Print Dialog (using a standard program like Word)" section of this guide.

Printing to the Xerox 7800 from a Lab Machine

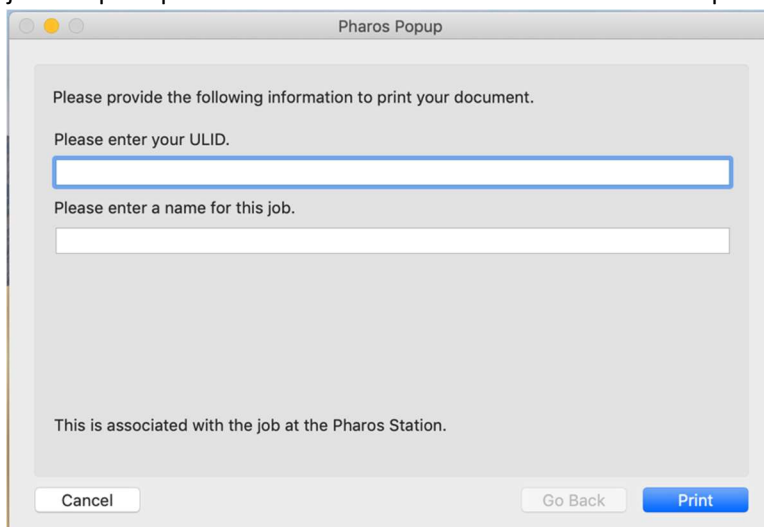
Set up your document to print

Setting up your document to print will vary from program to program. However, some key options for setting up your print will be consistent throughout the programs.

- Make sure you select the Xerox 7800 printer.
 - Our labs currently offer you the choice of black and white or color printer options.
 - Selecting the black and white option will get you a pure monochrome print using only black ink, and not a processed black.
- Be sure your layout option is correct (portrait or landscape)
- While it's usually safe to let the program assess the paper size and tray, double check these options. It is better to select the paper size and tray you would need to get the proper print rather than paying for a print you printed out incorrectly.

Sending the Print to the Xerox 7800 (from a lab computer)

1. Once the Print button has been clicked in the print dialog, the computer station will process the print job and prompt the user for their user name and to name the print job.



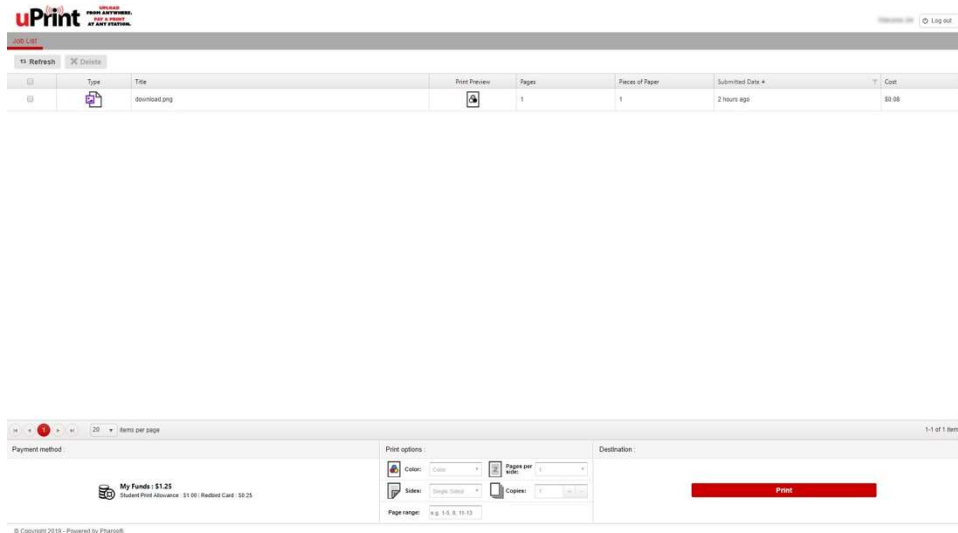
The image shows a screenshot of a 'Pharos Popup' dialog box. The title bar reads 'Pharos Popup'. The main content area contains the following text: 'Please provide the following information to print your document.', 'Please enter your ULID.', a text input field, 'Please enter a name for this job.', another text input field, and 'This is associated with the job at the Pharos Station.' At the bottom, there are three buttons: 'Cancel', 'Go Back', and 'Print'.

The user will need to input their ULID (username), name the job and select the Print button again. Doing so will send the print job to the uPrint server.

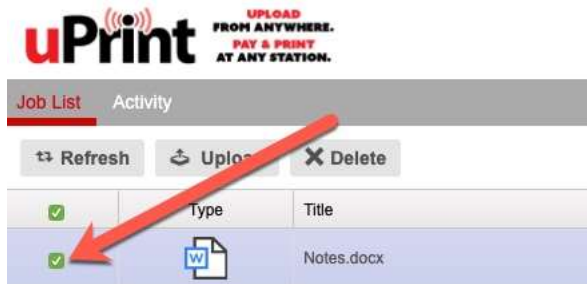
- Next, the user will need to approach the uPrint print release station for the printer and log in.



- Locate the job(s) that you have submitted to the release stations.



- Select the job(s) that you want to print by clicking the check boxes next to the job type and title.

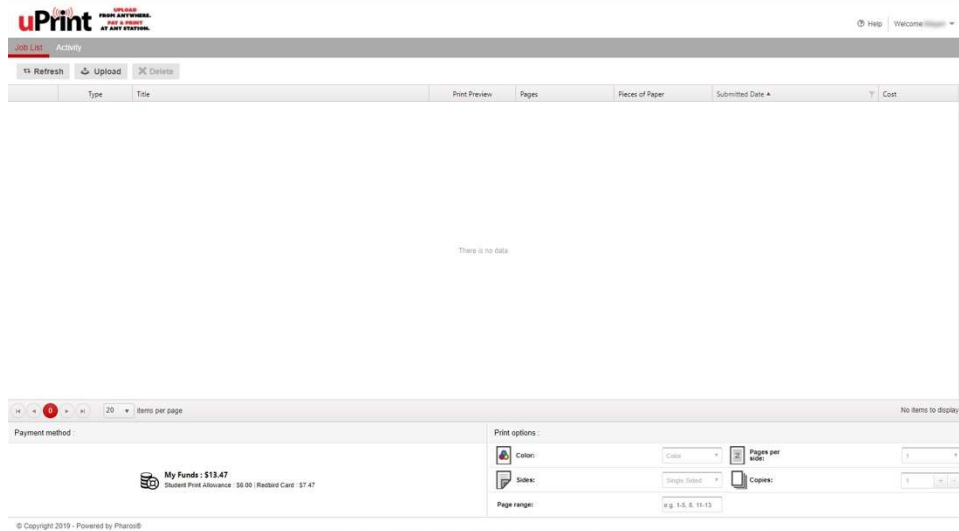


- Once you are ready to print, click the Print button under *Destination*

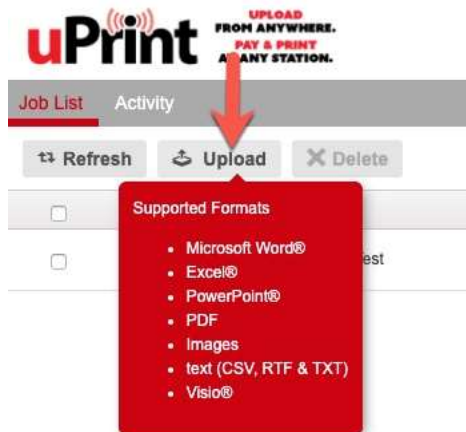
Printing to the Xerox 7800 (from The Web/Personal Device)

Please note: this will only let you print standard documents, and only to the regular paper trays. No option is given for tray selection, paper type, etc.

1. Go to My.IllinoisState.Edu and log in
2. Click the uPrint link in either the Redbird Card section of the Finances tab, or in the related links under your class schedule
3. You will now be directed to the uPrint website where you may upload your documents to print.

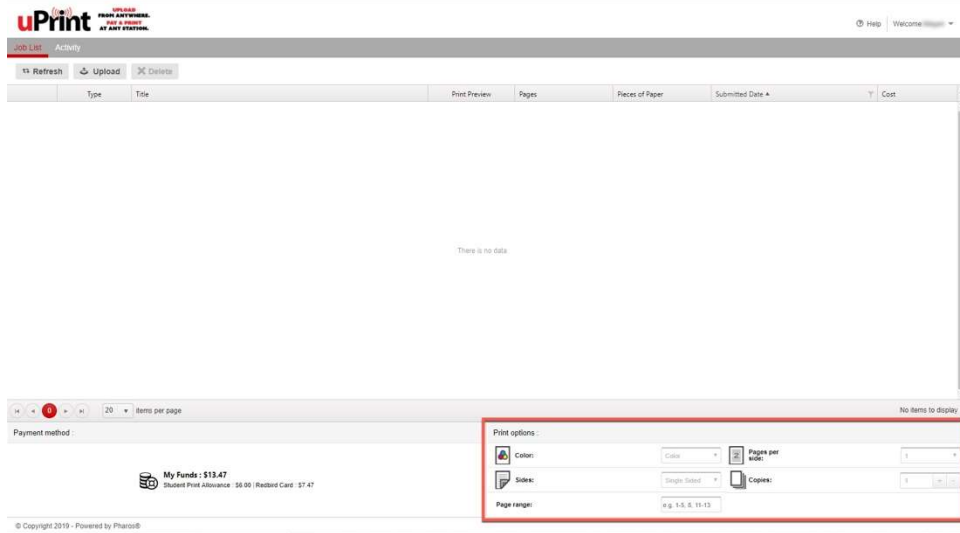


4. Click Upload and browse to the document you wish to print.



5. Once your document is uploaded, it will begin processing.

6. Once processing has completed, you have the option to edit any attributes on the job.

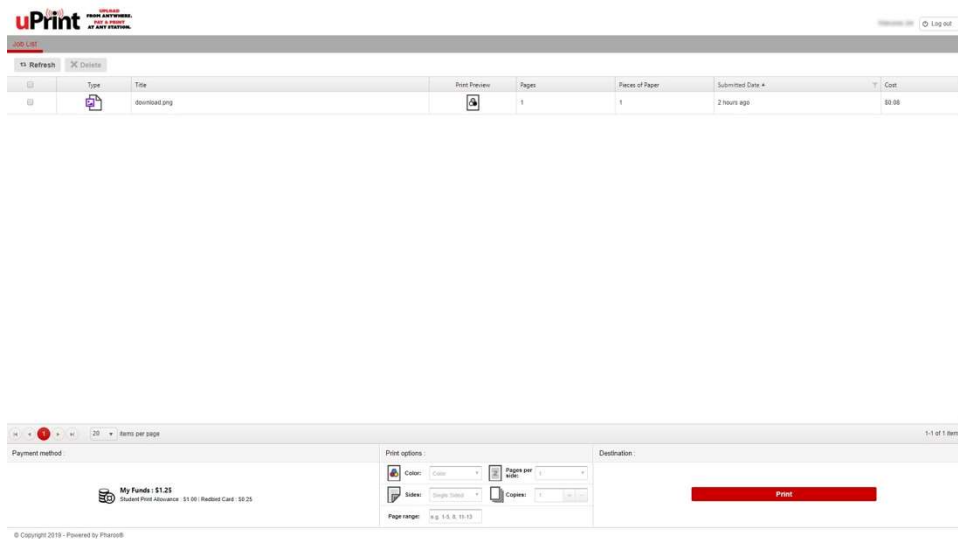


Note: These options can also be edited at the uPrint release station.

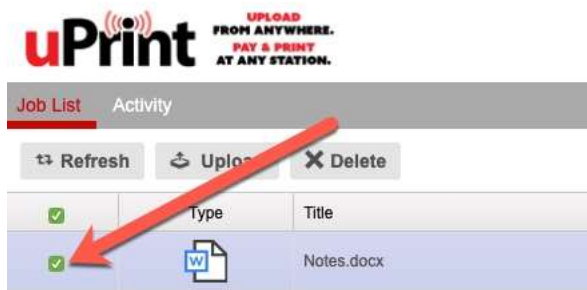
7. Next, the user will need to approach the uPrint print release station for the printer and log in.



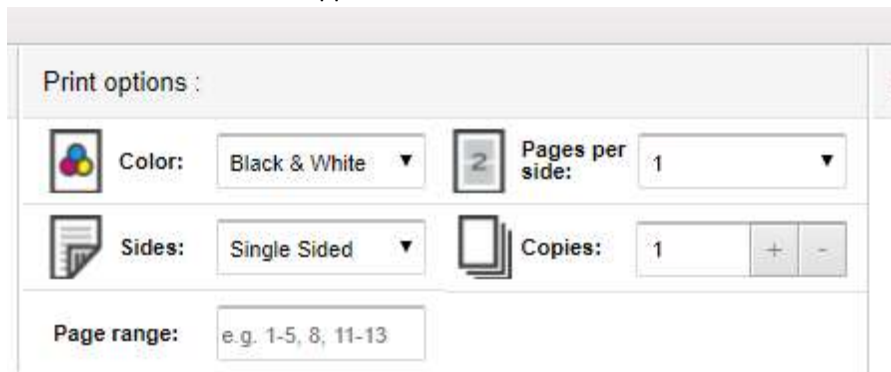
6. Locate the job(s) that you have submitted to the release stations.



7. Select the job(s) that you want to print by clicking the check boxes next to the job type and title.



8. Adjustments can be made to your print options for your job if it was submitted via the uPrint website, Email, or Mobile App



9. Once you are ready to print, click the Print button under *Destination*

Printing to the Epson 9800 from a Lab Machine

Please note, there is only one station that allows printing to the Epson 9800, and only Graphic Designers are allowed to log in to that machine.

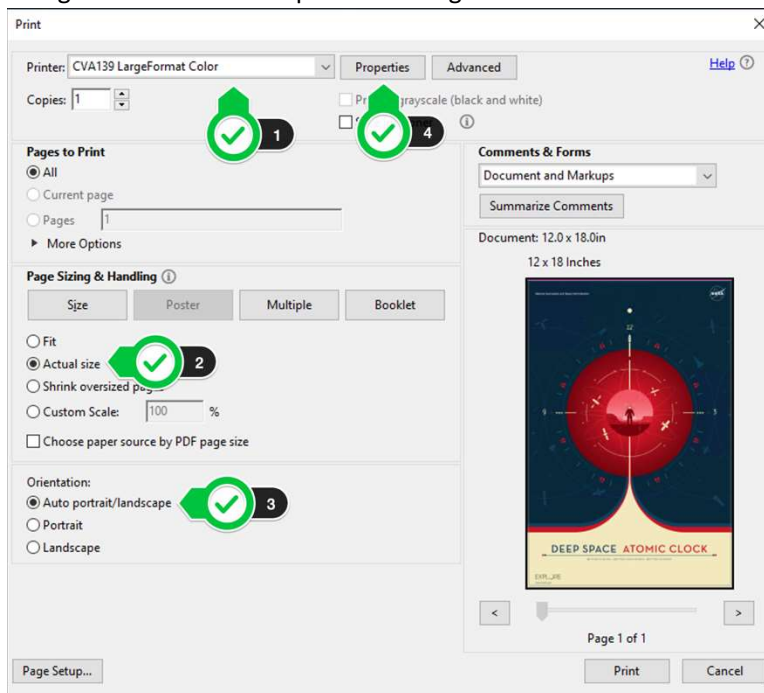
Set up your document to print

Setting up your document to print will vary from program to program. However, it is best for the user to print using Adobe Acrobat.

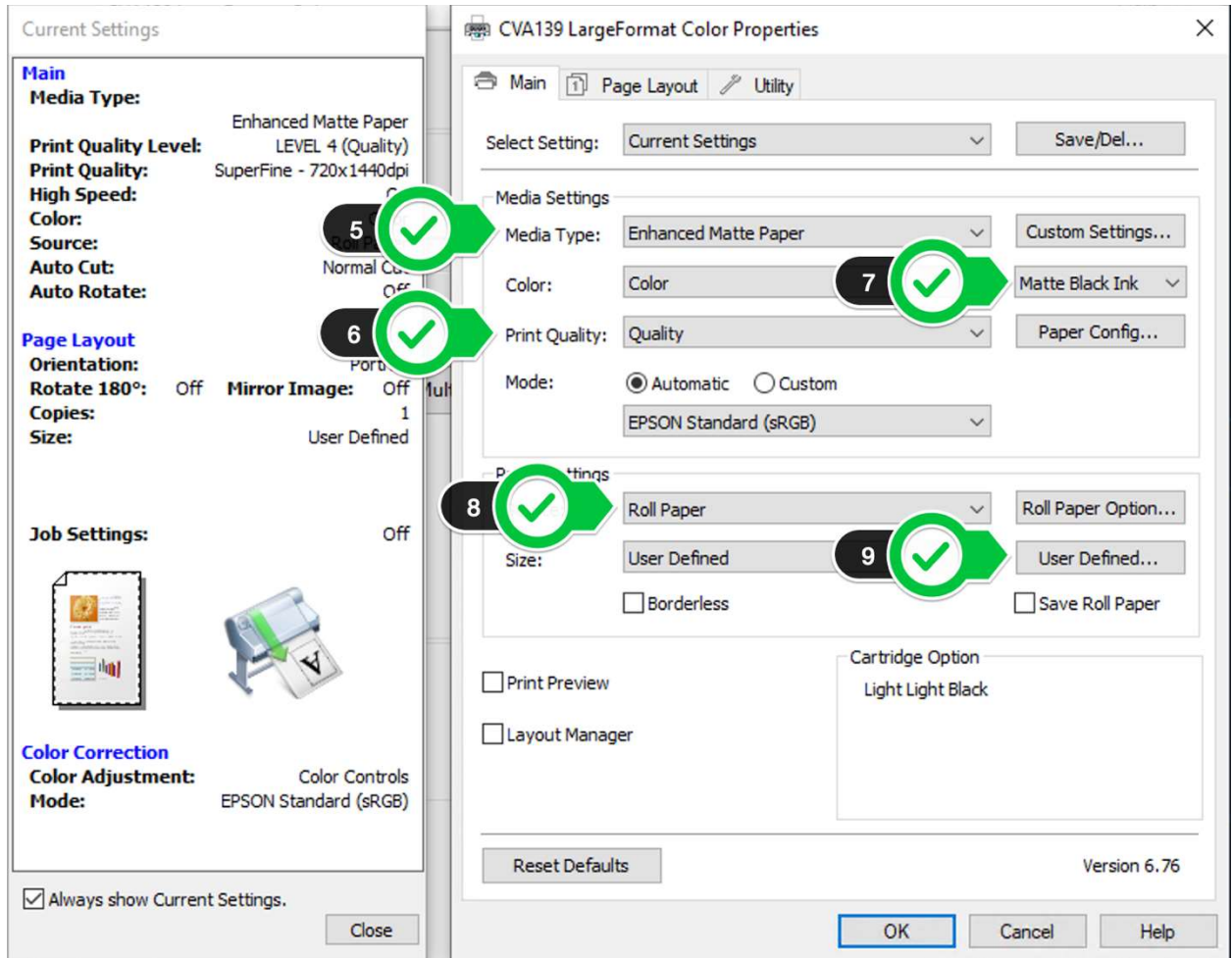
When in the Print dialog of the program, the print must be set up specifically for oversize printing.

It is important to check all settings prior to printing.

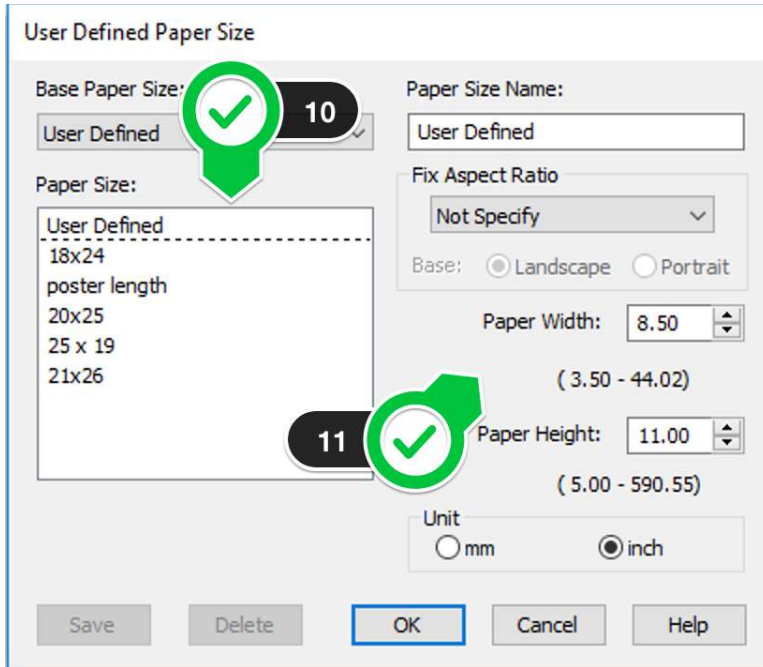
1. Make sure the correct printer has been chosen. For the Epson, it is the “CVA 139 LargeFormat Color”
2. Page Sizing and Handling must be set to “Actual Size”
3. Select the orientation (“Auto portrait/landscape” is fine)
4. Navigate next to the “Properties” dialog



- Once the “Properties” dialog is open, make sure the Media Type is set for “Enhanced Matte Paper”
- Make sure Print Quality is set to the preferred quality level
- Make sure that the ink type for black is set to “Matte Black Ink” (**this MUST be set correctly**)
- Make sure that Paper Settings is set for the paper type, in this case we chose “Roll Paper”
- Click on “User Defined” to next set up your intended print paper size.

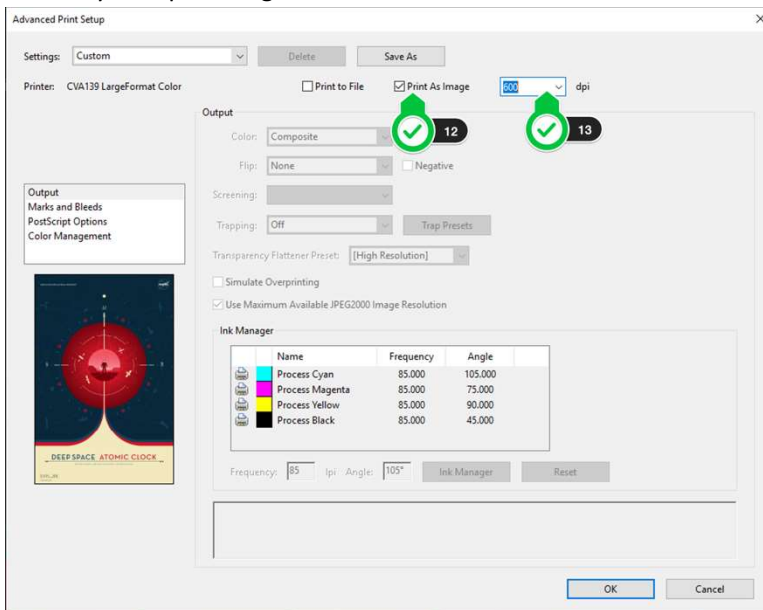


10. Set up your print paper size by choosing a preset, OR
11. Enter your printing dimensions for a custom size. Click on **OK**.



You'll return to the main print dialog screen. From there, click on **Advanced**

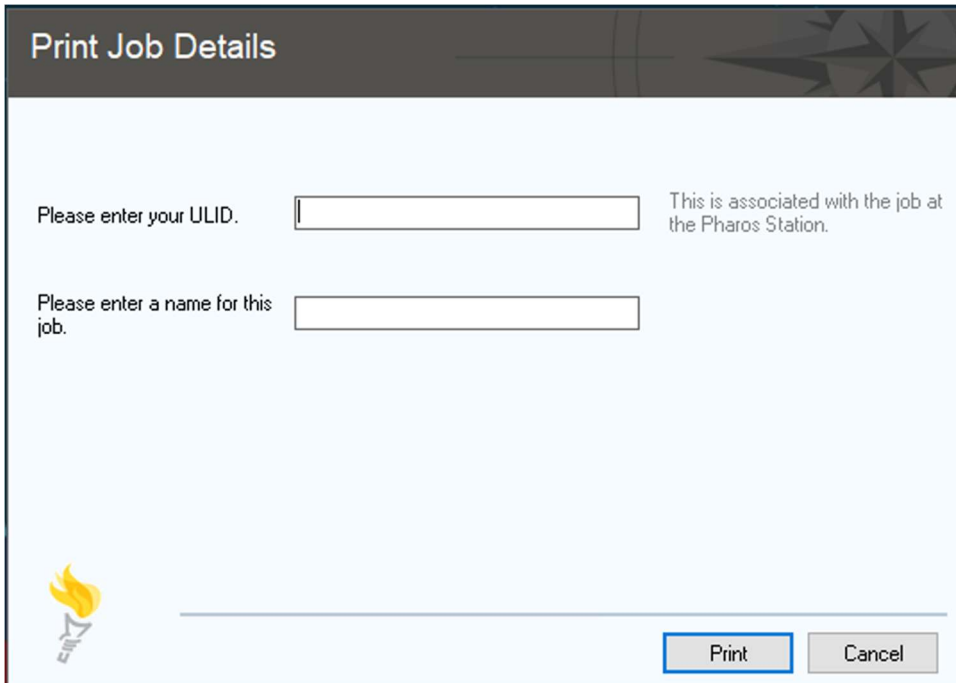
12. Click on Select "Print As Image"
13. Choose your dpi setting. Click on **OK**.



Finally, click on **Print**. The job will start to process, and then will switch over to the uPrint dialog.

Sending the Print to the Epson 9800

1. Once the Print button has been clicked in the print dialog, the computer station will process the print job and prompt the user for their user name and to name the print job.



The image shows a dialog box titled "Print Job Details" with a dark header. The main area is light blue and contains two input fields. The first field is labeled "Please enter your ULID." and has a text box next to it. To the right of this field is the text "This is associated with the job at the Pharos Station." The second field is labeled "Please enter a name for this job." and also has a text box next to it. At the bottom left is a small logo of a hand holding a flame. At the bottom right are two buttons: "Print" (highlighted with a blue border) and "Cancel".

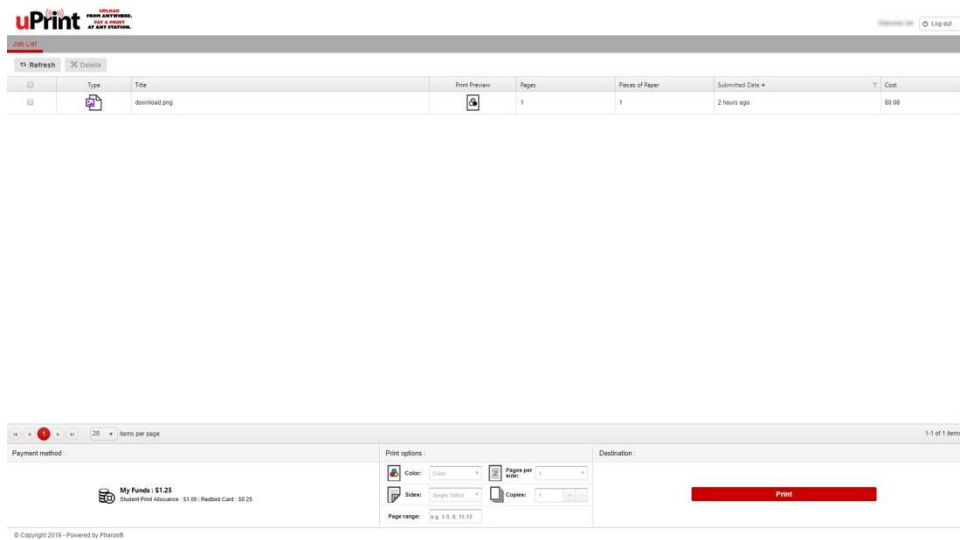
The user will need to input their ULID (username), name the job and select the Print button again. Doing so will send the print job to the uPrint server.

2. Next, the user will need to approach the uPrint print release station for the printer and log in.

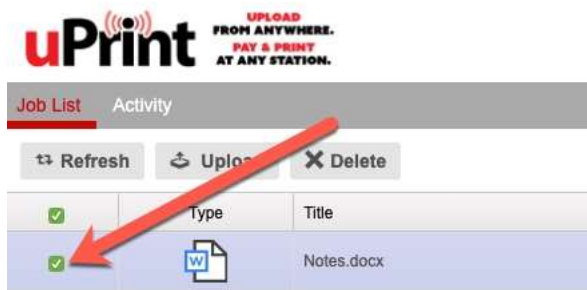


The image shows a "Secure Login" dialog box with a red header. The main area is white and contains the uPrint logo at the top, which includes the text "uPrint" and "UPLOADED FROM ANYWHERE. PAY & PRINT AT ANY STATION." Below the logo are two input fields: "Username" and "Password". At the bottom right is a red "Log in" button.

3. Locate the job(s) that you have submitted to the release stations.



4. Select the job(s) that you want to print by clicking the check boxes next to the job type and title.



5. Once you are ready to print, click the Print button under *Destination*

Redbird Cards and Adding Money

To print to the Pharos print station in the lab, the user must have money on their Redbird card (non-flex dollars). Money can be added to a card using four methods.

Make deposits online through My Illinois State

Make deposits online through My Illinois State (<https://my.illinoisstate.edu/redbird-card>).

- Log-In with ULID and Password
- Scroll down on the page to "Add Money to Card"
- Enter the amount you would like to add (enter as 10 or 100 for example, do not use \$ or .00) in either the:
 - Electronic Check Amount box
 - You will enter your routing and account number to pay with checking/savings account. No convenience fee will be charged for Electronic Check transactions.
 - Credit/Debit Amount box
 - A convenience fee of 3% will be charged to your credit card (for example: if you add \$20, the total will be \$20.60). MasterCard, American Express, and Discover are accepted.

A minimum of \$10 is required for all My Illinois State deposits. Deposits are available in your Redbird Account within approximately 20 minutes.

In Person

Redbird Card Office (2nd Floor of the Bone Student Center) - Monday through Friday 8:30 AM to 5:00 PM

- Cash
- Check (made payable to ISU)

Cashier's Office (located at the Student Accounts Building at 605 W. Dry Grove Street, Normal) –
M, T, W, & F 8:30 AM to 4:30 PM & Th 9:00 AM to 4:30 PM

- Cash
- Check (made payable to ISU)
- PIN-based Debit Card (Visa, MasterCard, American Express, & Discover)

By Mail

Mail a check (made payable to ISU) to:

Illinois State University
Redbird Account Deposit
Campus Box 1210
Normal IL 61790-1210

You should also complete a deposit slip

(<https://redbirdcard.illinoisstate.edu/downloads/RedbirdAcctDeposit.pdf>) to mail with the check. You can also simply include the information requested on the deposit slip with the check.

Cash-to-Card Machines

Deposit money into one of our cash-to-card Machines. The machines accept cash only (in \$1, \$2, \$5, \$10 and \$20 bills). Cash-to-Card Machines are located at:

- Bone Student Center, 2nd floor, outside of the Redbird Card Office
- Cardinal Court Lounge
- College of Business Computer Lab, Room 22
- Linkins Basement
- Milner Library, 2nd floor across from Circulation Desk
- Vrooman Center
- Watterson Lobby

The closest one to CVA 138 will be in the College of Business Computer Lab, Room 22

How can I check the balance in my account?

You can view your balances through My Illinois State (<https://my.illinoisstate.edu>). Once logged in, you will see the plan balances displayed.

Your balance will be shown on the register's display screen after each purchase. Please be aware that some people have more than one account. The balance remaining reflects the current balance of the account used for the transaction. The current balance of your Redbird Account may be viewed at any of the cash-to-card machines located on campus. Current account balances may also be obtained from the Redbird Card Office in the Bone Student Center.

Printing Prices (September 2019)

Monochrome

Monochrome will be prints done with black ink only. The black and white printer option must be selected for these prices. Any print done in black toner, but with the color printer option selected, will be charged at color prices.

- Letter (8.5"x11"): **8¢**
- Ledger/Tabloid (11"x17"): **16¢**
- Arch B (12" x 18"): **24¢**

Color

Color prints are any prints using any combination of Cyan, Magenta, Yellow and Black (CMYK) toner. This will also include any **processed blacks**, which creates black using all toners.

- Letter (8.5"x11"): **40¢**
- Ledger/Tabloid (11"x17"): **80¢**
- Arch B (12" x 18"): **97¢**

Oversized

Because of how designers can print various sizes on the oversize printer, the price list is an approximation. For example, the customer has the option of printing an 18"x24", but they can also print a 19"x25" (in order to give them space to cut). The printer charges per square inch, so changing any of the dimensions will change the price charged.

- 16"x20": **\$6.00**
- 18"x24" (Arch C): **\$7.50**
- 20"x24": **\$10.00**
- 24"x36" (Arch D): **\$15.00**
- 30"x40": **\$25.00**
- 40"x60": **\$50.00**

Printing Issues

Problem-Solving Xerox 7800 Printing Issues

Outside of user set-up error, the usual culprits for printer jams are things like:

- The paper tray guides are not flush against the paper. This causes the paper to be pulled in through the printer at an odd angle. This especially occurs when the trays are slammed shut into the printer. Most of our calls on printer jams is a result of this issue.
- There is high humidity in the paper. Moisture in the paper will cause the paper to curl when it reaches the fuser. Essentially, the fuser is extremely hot, so when the paper reaches it, any moisture evaporates, causing the paper to curl up and it gets stuck trying to go through the paper path.
- The wrong type of paper is selected on the trays. When paper is added to a tray, the printer will prompt the user to define what paper is in the tray. For example, if someone sets the tray for heavy cardstock, and the printer is set for standard weight, it will pull the paper through as though it is cardstock, which can sometimes cause a jam.
- The paper is cut incorrectly for the printer. Sometimes, when paper is manually cut (such as a specialized type paper), if the grain is parallel to the tray feed, it will make the paper harder to pull through the feed assembly.
- If the print is sent from the computer, but doesn't show up on the uPrint queue, it might be an issue with the file. You can test this theory by just creating a blank document in the same program the patron is printing from, and then sending it to print. If the print shows up on uPrint (no charge will happen if they don't send the print), then the problem lies with the patron's document.
- If the original print attempt shows up on uPrint, but results in the printer not printing, it can still be an issue with the file and the printer doesn't know what to do. In this scenario, the print was charged. One trick to try, to make sure it's not a network issue, is to have the patron log back into uPrint after about 2-3 minutes. If uPrint detected the print didn't make it, the print job will show up as a free print (free as in it was already paid for, but to try sending it again from the Pharos print station will be no charge).

Problem-Solving Epson 9800 Printing Issues

- If the print is sent from the computer, but doesn't show up on the uPrint queue, it might be an issue with the file. You can test this theory by just creating a blank document in the same program the patron is printing from, and then sending it to print. If the print shows up on uPrint (no charge will happen if they don't send the print), then the problem lies with the patron's document.
- If the original print attempt shows up on uPrint, but results in the printer not printing, it can still be an issue with the file and the printer doesn't know what to do. In this scenario, the print was charged. One trick to try, to make sure it's not a network issue, is to have the patron log back into uPrint after about 2-3 minutes. If uPrint detected the print didn't make it, the print job will show up as a free print (free as in it was already paid for, but to try sending it again from the Pharos print station will be no charge).
- If the poster prints halfway, or the layout drastically changes, there is typically an issue with the actual computer document. Usually opting for the "Print as Image" feature in setup will fix this issue. If this still issue occurs, and the settings are all correct, attempting to print the poster repeatedly will not fix the issue. Report the problem to the lab attendant, and please provide a copy of your file. CFAIT can examine the file to see if there are any issues.
- Check the print pricing of the job in uPrint, prior to releasing it to the printer. That will assist you partially in knowing if the setup is correct. For example, if you're printing an 18x24 and the print price shows up significantly lower or higher than the estimate, your document is set up for the wrong size. Delete the print job and try again. Otherwise, you will be charged.

Refunds

There are times where the printer may fail to print, or a physical problem with the printer causes the one to not receive the print (e.g. printer jam, paper tear, issues with toner and fuser). When technical problems occur, you might find yourself needing a refund.

To Request a Refund

To request a refund, please speak with the lab attendant on duty.

When a Refund is Issued

- Printer jam
- Paper tear caused by the printer
- Issues with the toner
- Issues with the fusing agent
- Poor quality of the print due to printer issues (smudging, streaking, oil-like blotches)

When a Refund is Not Issued

Generally, if a document is set up incorrectly, the printer will print exactly what was requested. Some examples of setting up the file improperly to print are:

- Printing to the wrong size of paper
- Choosing the wrong font
- Choosing chose the wrong color

Tip: Check the print pricing of the job in uPrint, prior to releasing it to the printer. That will assist you partially in knowing if the setup is correct. For example, if you're printing an 18x24 and the print price shows up significantly lower or higher than the estimate, your document is set up for the wrong size. Delete the print job and try again. Otherwise, you will be charged.



The screenshot shows the uPrint web interface. At the top, there is a navigation bar with 'My Printing' and 'Admin' links. Below that, there is a 'Job List' tab and an 'Activity' tab. A table with columns for 'Type', 'Title', 'Print Preview', 'Pages', 'Pieces of Paper', 'Submitted Date', and 'Cost' is displayed. A red arrow points to the 'Cost' column for the job 'My Print', which is circled in red and shows a value of '\$0.40'.

Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date	Cost
	My Print	N/A	1	1	1 minute ago	\$0.40