

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's print account balance is 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 >Student tab > Academic Technology >Purchase Print Points. Print points may be added at a minimum value of \$5 and a maximum 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	\$0.50	sheet (double-sided available)	i301-Color 1 ----- i301-Color 2 ----- i421-Color 1 ----- i802-Color 1 ----- K400-Color 1 ----- N005-Color 1 ----- R1103- Color 1 -----	55 West 13th Street 3rd fl. 55 West 13th Street 3rd fl. 55 West 13th Street 4th fl. 55 West 13th Street 8th fl. 560 Seventh Ave., 4th fl. 66 Fifth Ave., Basement room N005 232 West 40th St.		
	11" x 17" (tabloid)	Recycled Paper	\$1.00		Pro Color	i408- Pro Color1 ----- i408- Pro Color2 ----- D707- Pro Color1 ----- E208A- Pro Color1 ----- E300A- Pro Color1 ----- K405B- Pro Color1 -----	POC* 55 West 13th St, rm i408 POC* 55 West 13th St, rm i408 6 East 16th St, rm 707 25 East 13th St, 2nd fl 25 East 13th St, 3rd fl 560 Seventh Av, rm K405B	
Pro Color	8.5" x 11" (letter)	color print paper	\$0.75	sheet		i802-Plotter1 ----- i802-Plotter2 ----- D707-Plotter1 ----- E208A-Plotter1 ----- E300A-Plotter1 -----	55 West 13th Street 8th fl. 55 West 13th Street 8th fl. 6 East 16th St, rm 707 25 East 13th St, 2nd fl 25 East 13th St, 3rd fl	
	11" x 17" (tabloid)		\$1.50					Plotter
Black & White	Sizes and pricing vary. Refer to FAQ.	photo satin paper	\$0.10	single-sided sheet		D707-B&W 1 & D1131- B&W 1 ----- E208A-B&W 1 & E300A-B&W 1 ----- N005-B&W 1 ----- N003-B&W 1 ----- i301-B&W 1, 2, 3 & 4 ----- i401-B&W 1 & i421-B&W 2 ----- i801-B&W 1 & i902-B&W 1 ----- K405B-B&W 1 ----- R1103 - B&W 1 -----	6 East 16th St 7th & 11th flrs 25 East 13th St 2nd & 3rd flrs 66 Fifth Av basement rm N005 66 Fifth Av basement rm N003 55 West 13th St 3rd fl 55 West 13th St 4th fl 55 West 13th St 8th & 9th flrs 560 Seventh Av rm K405B 232 West 40th Street	
	8.5" x 11" (letter)	Recycled Paper			\$0.15			double-sided available
11" x 17" (tabloid)								

*POC- Print Output Center 55 West 13th St, rm i408 212.229.5300 x4522

Printer Access

- Degree or Credit seeking students, faculty and staff have access to Academic Technology printers throughout the 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 I405 and I930 photo printers at Arnhold Hall Labs at 55 W 13th streets, 4th and 9th floors.

For a complete list of eligible programs, refer to signs posted on site, or visit Help and Access Directory at www.newschool.edu/at.

See reverse side for workflow tips.

Policy, Workflow & Tips for Printing in the Labs

- You will not be considered for a print re-credit if you have not followed this workflow.
- **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 points.
- 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.**
- **Double-Sided printing is the default on all black & white printers.**
- **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.

Printing From Mac

1. **Go to File > Print.** (Fig. 1) Select your printer.
2. **Click Page Setup to select the page size.** Make sure the *Format For* menu is NOT set to *Any Printer*. Rather choose a specific printer so that the printer name is displayed. **Click OK.**
3. **All black & white printers default to double sided.** Double-sided color printing is only available in select locations (see front). **If you wish to print single-sided, click Printer (Fig. 2).** Under the *Two-Sided* section, for single-sided, select *Off*. Make sure *Printer* is set at your desired printer. **Click Print.**
4. **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 directly to the chosen printer.

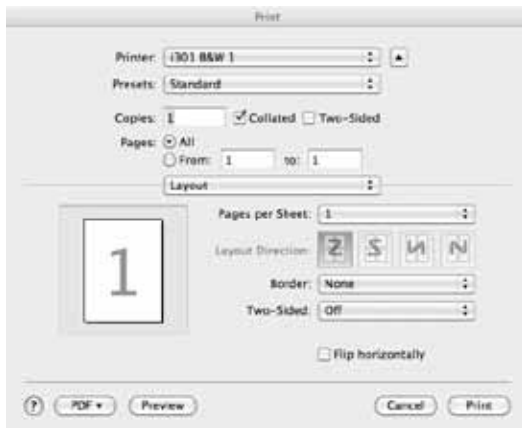


Fig. 1 Mac Print Window

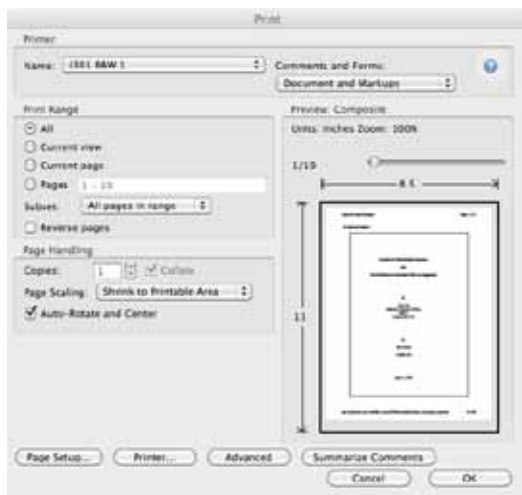


Fig. 2 single-sided printing on a Mac

Printing From PC

1. **Go to File > Print** (Fig. 3). Select your printer.
2. **Click Page Setup to select the page size.**
3. **All black & white printers default to double sided.** Double-sided color printing is only available in select locations (see front). **If you wish to print single-sided, click Properties.** Under the *Finishing tab > Document Options > Print on Both Sides*, uncheck this box. (Fig. 4) **Click OK.**
4. **Click OK 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 directly to the chosen printer.

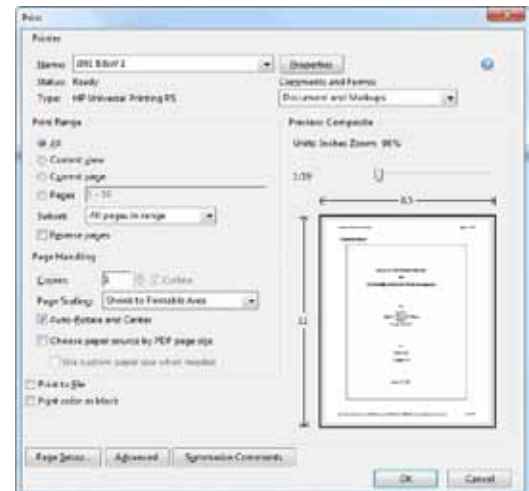


Fig. 3 Windows (PC) Print Window

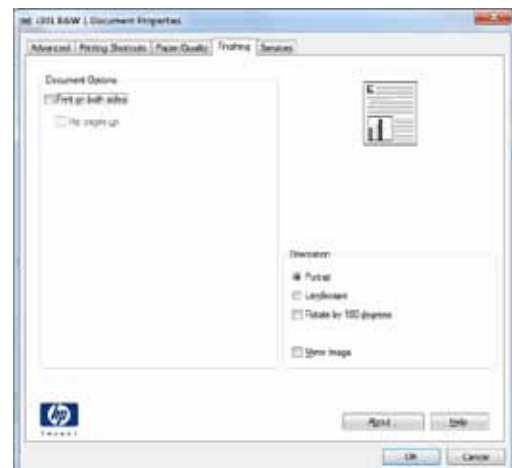


Fig. 4 single-sided printing on a PC