

Printing, Copying & Scanning

Printing

All computers in the Hixon Information Resource Center send print jobs to the default printing station in the IRC.

Printing is 15 cents per page for black and white. Only Coyote OneCards and the cash value cards sold by the Cash Value machine outside the bookstore may be used to pay for printing. No other form of payment is accepted.

Purchasing a Cash Value Card

If you do not have a Coyote OneCard, you will need to purchase a Cash Value Card to print. Only one of the Card Value Center machines, the one next to the bookstore in the Mary Stuart Rogers building, sells the cash value cards. You will need a one dollar bill. The cash value card costs 85 cents, so only 15 cents of your dollar goes towards the available balance. Add additional money to this card using the method described below.

Putting Money on Your Card: Cash

There are two Card Value Center machines (also known as Value Ports) on campus that allow you to add value to your Coyote OneCard or cash value card. One is in the Hixon Information Resource Center, and one is located just outside the bookstore.

The machines accept only paper money in denominations up to twenty. They do not give change. No other form of payment is accepted. Money added to a card cannot be removed except by spending it; no cash refunds are given for unused balances.

Copying

A black-and-white photocopier is located in the lobby of the Palm Desert Health Sciences building, opposite the Hixon IRC doors. Letter-size or legal-size copies are 10 cents each. You may pay with coins or dollar bills.

Scanning

A scanner is available for student use in the Hixon Information Resource Center. Scanned files must be saved to a USB drive or emailed immediately. Files will be erased from the computer overnight.