Unicard FAQ
For School of Medicine Faculty, Staff, Residents, Fellows and general public

What is the Unicard?
The Unicard is a card used for printing and copying. It works with Uniprint software, a printer and photocopier management system.

How do I get the Unicard?
Unicards may be purchased from the Circulation Desk during regular business hours. Cash or check only.

PLEASE NOTE: Unicard balances are non-refundable and the School of Medicine Library is not responsible for lost or stolen cards.

How much credit is on a Unicard?
Unicards purchased for a $5.00 will have a $4.50 credit on them. Unicards purchased for $10.00 will have a $9.50 credit on them. There is a $.50 charge for the card.

How much does printing and photocopying cost?
The charge for black/white printing is $.10 per page, $.50 per page for color printing and $.10 per page for photocopying. Duplex printing and photocopying count as two pages.

How do I print from a computer?
- Send a print job to the “B&W Printer” or the “color printer”.
- When the pop-up window appears, type the Unicard number in the first field. The number begins with 99.
- Type the print job name in the second field.
- Select the “Print” button.
- Go to the copier. Copiers located in each computer pod will print black/white. If you selected the color printer you MUST use the copier located in Pod 1 (the pod closest to the Circulation Desk) to print color.
- Swipe your Unicard and follow the instructions on the screen.
How do I check my Unicard balance?

- Go to either copier.
- Swipe your Unicard.
- Your balance will be displayed
- To exit, hit “ok” and then hit the “access: button twice or you will be automatically logged off after 30 seconds.

Am I charged for two pages for duplex or double-sided pages?

Double-sided pages count as two pages for printing and photocopying. Duplex printing incurs the same cost as two pages of simplex or single-sided printing. The only savings is one less piece of paper. Duplex printing is available when using either the black/white printer or color copier.

What happens to print jobs that are sent to the copier, but are never released?

A print request will automatically be removed from the server if it has not been released within 24 hours. You will not be charged for those requests.

Can I get a refund for a bad print job or photocopy?

We do not give refunds or reimbursements. The only time we make an exception is when there is an equipment failure. You should view the print preview before sending a print job.

Where can I use the Unicard system?

The Unicard system can only be used in the School of Medicine Library.

Who do I contact if I have problems using the Unicard system?

Please contact the staff at the Library Circulation desk if you have problems.

What if I have additional questions or concerns about the Unicard system?

Please contact Karen McMullen by email (Karen.mcmullen@uscmed.sc.edu) or by phone at 216-3207.