

Students and community users will be charged for printing from college computers. Students will receive a \$20 credit for the fiscal year (July 1-June 30). This will allow for 200 free pages.

How much does printing cost?

\$0.10 per page for black-and-white copies; \$1 per page for color at IKON in MA 1210.

Note: For community users, documents must be saved to a flash drive and taken to the IKON counter in MA 1210. See hours below.

IKON Hours

Fall & Spring Semester Hours

Monday - Thursday 7 am - 7 pm
Friday 7 am - 5 pm
Saturday - Sunday Closed

Summer Hours

Monday - Thursday 7 am - 6 pm
Friday - Sunday Closed

How do I know how much credit or how many pages I have remaining?

After a print job is requested, the print assistant on the computer will calculate how much your print job will cost and display how much money you have remaining on your account. You will have two options: 1) continue to print or 2) cancel the print request. Let the assistant finish calculating before you accept the charge to avoid mistakes in printing costs. If the cost of a print request exceeds the balance in your account, you will not be allowed to complete the print job.

How do I pay for printing after I use up my free printing?

Once you have used all your free prints, additional funds can be added to your GateWay MEID Fund Account.

How do I add money to my GateWay MEID Fund Account?

You add money to your account by visiting the Cashiers Office. You may only add money to your account during the hours that the Cashiers Office is open.

Fall & Spring Semester Hours

Monday - Thursday 8 am - 7 pm
Friday 8 am - 5 pm
Saturday - Sunday Closed

Summer Hours

Monday - Thursday 8 am - 7 pm
Friday - Sunday Closed

Will any unused money in my print account rollover or be refunded?

Unused funds in your print account **cannot** be rolled over or refunded at the end of the school year. Accounts will be cleared on July 1.

What do I do if the printer malfunctions?

If a school printer malfunctions, notify a staff member immediately. If a staff member cannot fix the problem, the student will be given a credit within 24 hours (the staff member will initiate the credit request). Staff cannot add funds to your account.

How can I reduce my costs or the amount that I print?

- Download information and save it to a USB drive. You can also save your downloaded file to an online storage provider, such as Box.net, 4shared.com, SnapDrive.net, humyo.com, ADrive.com, FreeDrive.com, etc.
- Email information to yourself; print at home or retain the file for reference.
- Email documents to professors or colleagues.
- Print only the pages you need, instead of the entire document.
- Preview what you are printing to ensure you only send the print job one time and are only printing what you need.

Pay-for-Print benefits

- Increases life of campus printers
- Ensures working and reliable printers
- Improves management of printing services
- Significantly reduces waste (paper and toner)
- All funds are placed back into the program for printer maintenance, paper and toner