PRINTING & PAPERCUT
Information for Students

PAPERCUT, PRINTING AND STUDENT PRINTING COSTS

- Papercut is a system that tracks printing costs for Edison employees and students on our new printer/copiers installed last spring.
- Starting this semester (Fall 2016), all students will be charged for printing that exceeds an initial allotment of $10 (200 single-sided, black & white pages).
  - Students will receive the $10 allotment for printing each semester, automatically added to your printing account at least one week before the semester starts.
  - The cost to print one-sided pages is $.05 black & white and $.10 color.
  - The price drops for double-sided printing (printing on both sides) to $.04 per side (black & white) and $.08 per side (color).
  - **Printers default to double-sided printing.** (For one-sided printing, you must select “Print One Sided” before sending the document to the printer.)
  - Select **BWFindMe** for B&W and **ColorFindMe** for color printing.
- Students may add money to their printing account at any time at either the Cashiers Office or the Library.

PRINT QUEUE?

- You have a personal “print queue” which can be previewed (Devices and Printers) on your computer. (See example below.)
- Although you may see jobs of others listed in the preview (job names only), ONLY your print jobs will show up when you login to a printer.

- Your personal “print queue” follows you. You can use any printer on campus to staple and produce single or double-sided print jobs.
• If you click BWFindMe and go to a color printer, you can still print and it will only print in Black & White.
• The print queue only holds jobs for 4 hours. After 4 hours, jobs will be deleted from the queue. **You will not be charged for jobs that are never printed.**

**IS IT SECURE?**

• **Print jobs ARE NOT** released from a printer until you enter your student ID number (last 6 digits) – or user name and password - and release them.
• PaperCut will not allow another student to obtain your documents by accident.
• **TO ENSURE THAT YOUR ACCOUNT IS NOT USED BY SOMEONE ELSE,** always press the **ACCESS** button found on right side of printer’s keypad to log yourself off. If you forget, the printer will automatically log you off after 30 seconds.

**PRESS ACCESS TO LOG OFF**

**PRINTER LOCATIONS:**

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td><strong>B&amp;W</strong></td>
<td><strong>Color</strong></td>
</tr>
<tr>
<td>100s by Chem/Bio lab</td>
<td>Library</td>
</tr>
<tr>
<td>200s by vending</td>
<td>Room 020 (nursing area)</td>
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<tr>
<td>Hub by Info Desk and Helpdesk</td>
<td>DCC* Business Office</td>
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<tr>
<td>Outside room 335</td>
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<tr>
<td>Student lounge 400s</td>
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<tr>
<td>Outside room 441</td>
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<tr>
<td>Library</td>
<td></td>
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<tr>
<td>DCC* student lounge</td>
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*DCC – Darke County Campus
PAPER/TONER/PROBLEMS:

- Toner is loaded by the IT/Helpdesk.
- Paper is loaded throughout the day by the IT/Helpdesk.
- Problems: contact the Helpdesk at support@edisonohio.edu or call 711. (You will need your student number which is located on your Student ID card).

WAYS TO SAVE ON PRINTING:

- Printers are set to default to double-sided printing.
  - Faculty are aware of this but may have other requirements for assignments. You should verify the printing requirements for each class with the faculty member teaching that class BEFORE printing.
- Submit assignments electronically through Blackboard whenever possible.
- When printing PowerPoint slides, click on File/Print, and click where it says full page slides. Change to multiple slides per page.

PROBLEMS ONE MORE TIME:

Problems with PaperCut accounts or printing??

Stop by the Helpdesk, or email support@edisonohio.edu (you will need your student number which is located on your Student ID card).