# 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).
  - o Students will receive the $10 allotment for printing each semester, automatically added to your printing account at least one week before the semester starts.
  - o The cost to print one-sided pages is $.05 black & white and $.10 color.
  - o The price drops for double-sided printing (printing on both sides) to $.04 <u>per side</u> (black & white) and $.08 <u>per side</u> (color).
  - o **Printers default to doubled-sided printing.** (For one-sided printing, you must select "Print One Sided" before sending the document to the printer.)
  - o Select **BWFindMe** for B&W and **ColorFindMe** for color printing.
- Students may add money to their printing account at any time in the Library or by logging into **PaperCut**.

## 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.
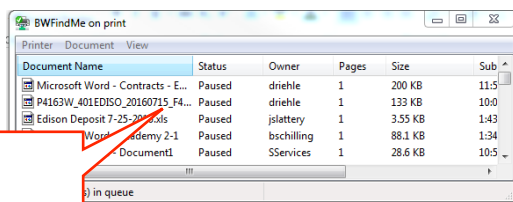


Every job appears
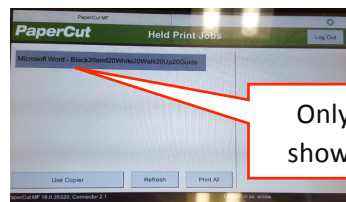
Only your jobs show on printer

- 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.
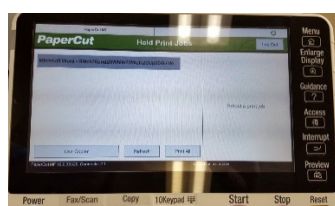


Press access to log off

## PRINTER LOCATIONS:

| B&W | Color |
| --- | --- |
| 100s by Chem/Bio lab | Library |
| 200s by vending | Room 020 (nursing area) |
| Hub by Info Desk and Helpdesk | DCC* Business Office |
| Outside room 335 | |
| Student lounge 400s | |
| Outside room 441 | |
| Library | |
| DCC* student lounge | |

*DCC – Darke County Campus

# PAPER/TONER/PROBLEMS:

- Toner is loaded by the IT/Helpdesk.
- Paper is loaded throughout 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.



Multiple options for pages per page
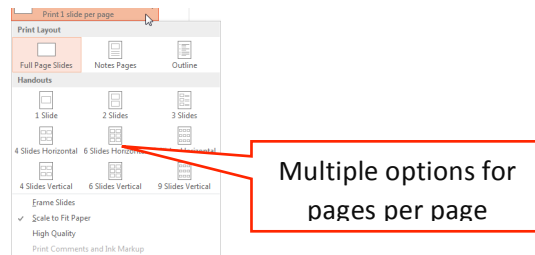
# PROBLEMS ONE MORE TIME:

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).