

## PAY FOR PRINT FAQs

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### **We've been able to print for free in the past. Why did we decide to start a pay-for-print program?**

This is a green technology initiative that User Support Services has chosen to implement in order to save paper and save the college money. During the Spring Semester of 2009, RIC students printed almost 1 million pages in Horace Mann Technology Center and Whipple 102 labs. To put that into some perspective:

- 🌱 A single tree produces around 100 lbs of paper
- 🌱 There are approximately 91 sheets in one pound of paper
- 🌱 Approximately 9100 sheets of paper = 1 tree
- 🌱 During one semester, RIC students printed enough pages to destroy approximately 111 trees

In the Spring Semester of 2009, seventy-five percent of RIC students printed 250 pages or less. **If this usage pattern continues, almost  $\frac{3}{4}$  of the students will not need to pay for their printing with the new program.** However, during the same semester, some RIC students printed thousands of pages in a four-month period, far more than expected for the average student on a college or university campus. Therefore, the Print Conservation Program will only impact students who print more than 250 pages.

### **How much will it save?**

By cutting back on the amount of paper and toner used in the walk-in labs, the program is expected to reduce institutional printing costs by 33% this academic year. This will assure that the savings generated will positively affect other areas, including, potentially, your tuition.

The reduction in printing will also save:

- 🌱 Toner and electricity, which are used for printing
- 🌱 Fuel to ship the extra paper
- 🌱 Packaging for the extra paper

### **When does it begin?**

The official launch date for Print Conservation is October 2, 2009. Any print quantities/amounts that appear in the print pop up window prior to this date will not be charged to your account.

### **How much will it cost per page?**

Students may print up to 250 pages per semester in the walk-in labs free of charge

### **Why do I owe 12.50?**

The \$12.50 balance you see on your account is a **credit** for 250 printed pages at a cost of .05 per page. Each semester, every enrolled student will be given an initial balance of \$12.50 to cover the cost of 250 printed pages. As you print, the initial balance of \$12.50 will be reduced at a rate of \$.05 per page printed. When you have printed 250 pages, you will exhaust your initial balance and a fee of \$.05 for each additional page printed will be charged to your account.

### **Why do I have to pay to print when I pay a technology fee?**

Student technology fees fund a small portion of campus technology operations. They are applied to student computing expenses such as network infrastructure, hardware and software purchases including the Microsoft Campus Agreement for students, and the operating budget of the walk-in computer labs. In addition, the technology fee provides \$25.00 to cover basic student printing needs so the average student will not pay to print.

### **Who do I pay or where does the money charge to?**

The pay-for-print fee will be added to your bill by the Bursar's Office. You would need to pay them when you make your payments for tuition and fees.

### **What happens if I am graduating this semester, will I pay a separate bill after I graduate for the pages I went over?**

You will receive an extra bill from the bursar's office for the additional printing expense.

### **Is it per semester or per year?**

The 250 page policy is per semester. At the end of the semester, your account will be wiped clear of previous paper quantities and you will start with a new print history.


### **Will I still get charged if the system makes a mistake?**

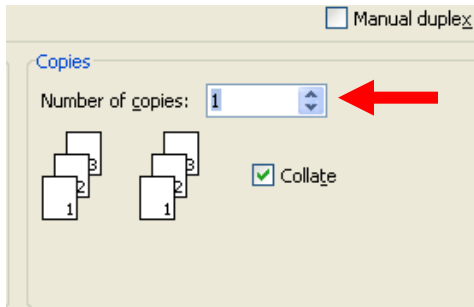
If you have an issue with your printing, tell one of the workers at the front desk and give them your file. They will print the item out for you. This printing will not be added to your account and will, therefore, take the place of the incorrect printing.

## **SOME IDEAS FOR HOW YOU CAN SAVE PAPER:**

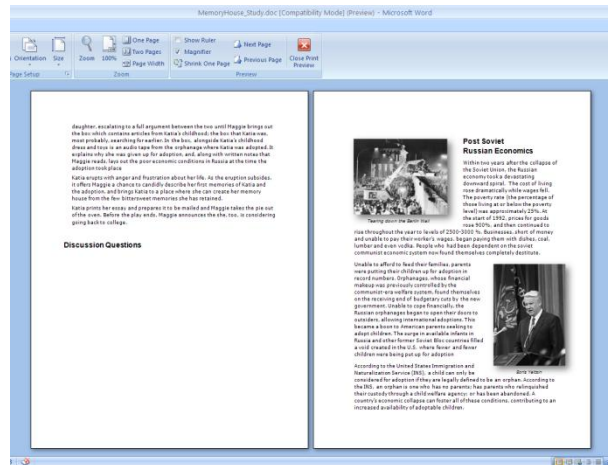
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### **TAKE YOUR TIME; CHECK YOUR WORK**

-  Make sure you log off your computer after use. If you do not log off, you risk adding the print jobs of the next person to use the computer to your account



**Check the Number of Copies**



**Check your document in Print Preview**

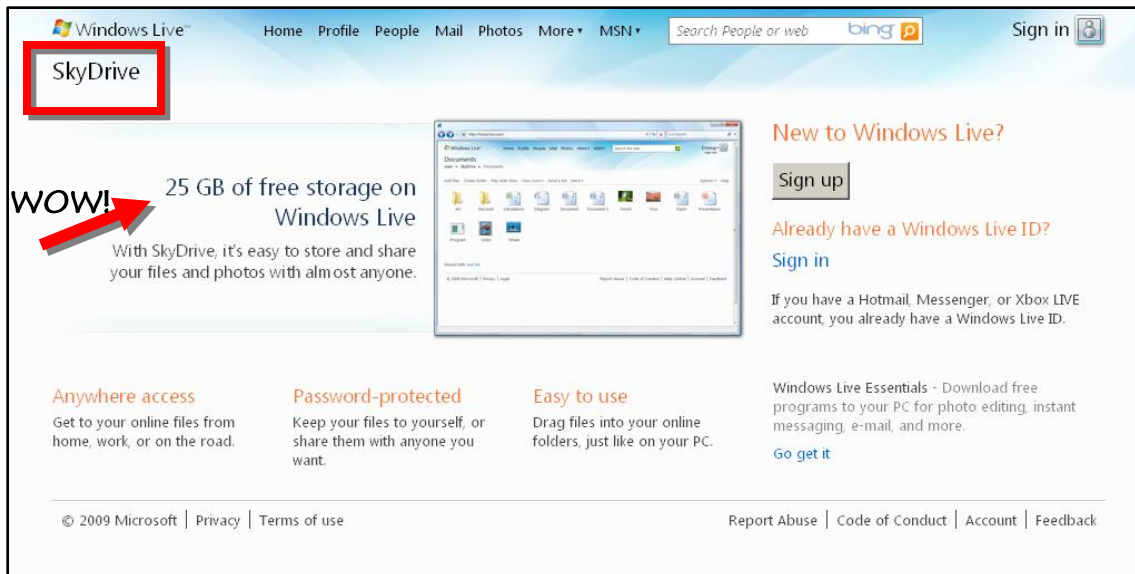
Before you hit print, check to make certain that the number of copies is correct. You can also check your print job before printing by going to the Office button (top left corner) and choosing **Print** → **Print Preview**. This will let you see how your document will look when printed. You can then go back to your document to make corrections, adjustments, etc., as necessary.

## EXPLORE FILE STORAGE

Purchase a USB drive, or burnable CD to store your files. These may be purchased at the school store (FYI: a 4GB USB drive only costs \$15.45; a 2GB USB drive costs \$13.10).



You can also save your files and access them anywhere with SkyDrive: [www.skydrive.live.com](http://www.skydrive.live.com).



## RETHINK YOUR PRINTING

- 🌱 Send a file or document to yourself by attaching it to an e-mail message. Several files can be attached to one message as long as its size remains under 2 MB.
- 🌱 Think twice before printing a Web page. You have several ways to get an electronic version of the page: saving it to your own account; saving to a USB drive; or sending the URL to yourself via e-mail.
- 🌱 Print PowerPoint presentations as handouts; choose the option that allows you to have six slides to a page.
- 🌱 Collaborate. Pool your resources with other people in your class or group: print one copy and share it
- 🌱 Archive your e-mail by saving it as a text file instead of printing it out.

## PRESENT, DON'T PRINT

- 🌱 See if you can present your information electronically in class (through a PowerPoint presentation, for example). If you are not in an electronic classroom, see if your professor can reserve a data projector from AV for the day of presentations

## WRITE IT DOWN

- 🌱 If you need to take note of a small bit of information, such as a call number, just write it down on a piece of scrap paper

**ADDITIONAL NOTES:**

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Students may check their print histories to determine how many pages they have printed from any PC in the walk-in labs.

At this time, the instructional lab printers are excluded from the 250-page quota so students will not be charged for print jobs in the instructional labs, e.g. Gaige 163, Alger 101.