

The Print Conservation Program

By Ryan Hanley

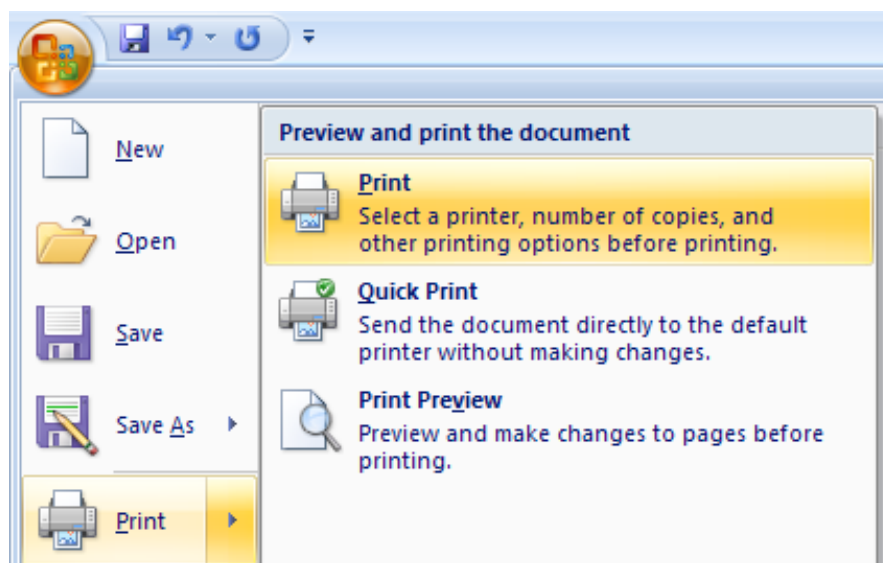
New Printing Policies

Rhode Island College will be initiating a new Print Conservation Program beginning October 2, 2009. Here are two key points to keep in mind:

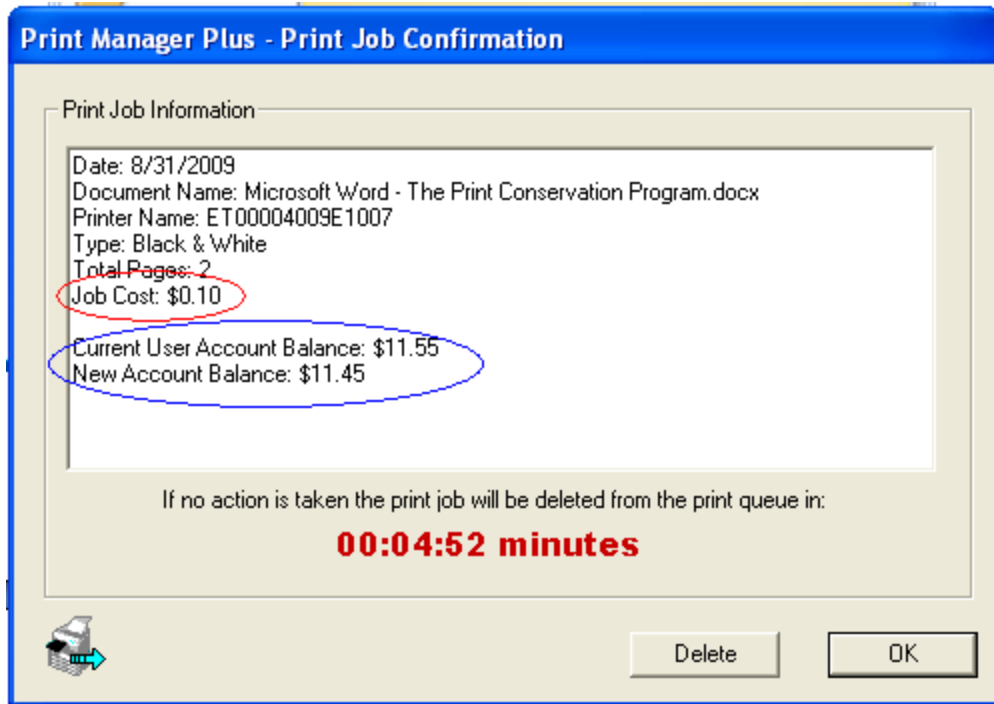
- When working in the computer labs, students will have a balance of 250 sheets of paper per semester. These sheets are free of charge. The balance decreases as printing jobs are completed.
- Students may continue to use the computer center printers once their balance of 250 sheets has reached zero. However, the student will at that point be charged \$.05 per sheet, which will be charged to the student at the end of the semester.

The New Print System

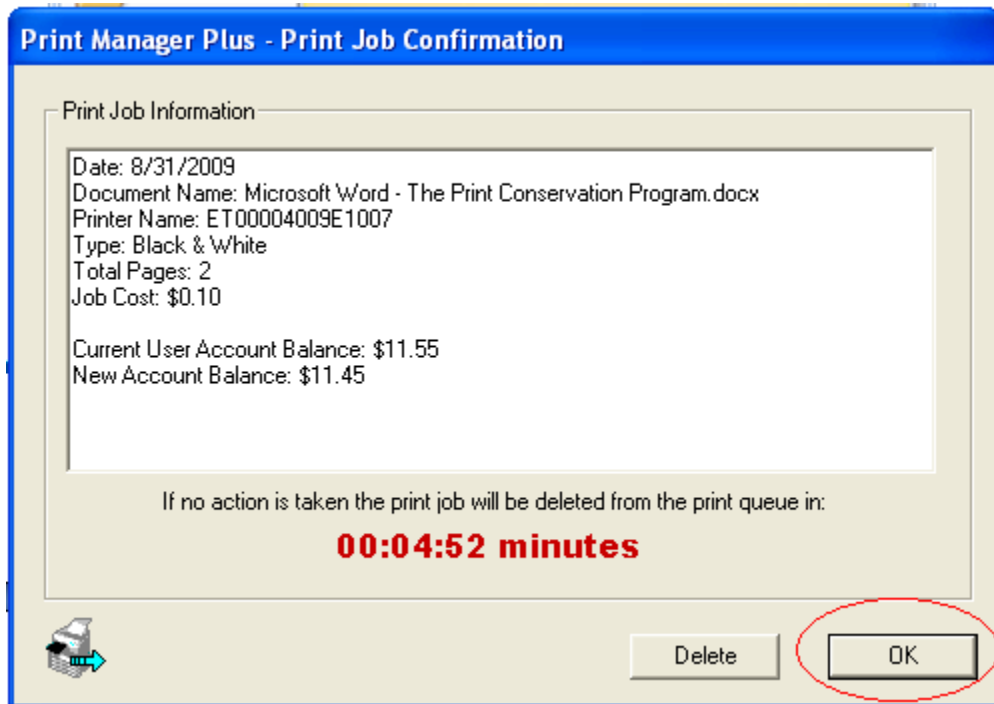
Here is how the new print system will work:



1. Print out your documents as you normally would.



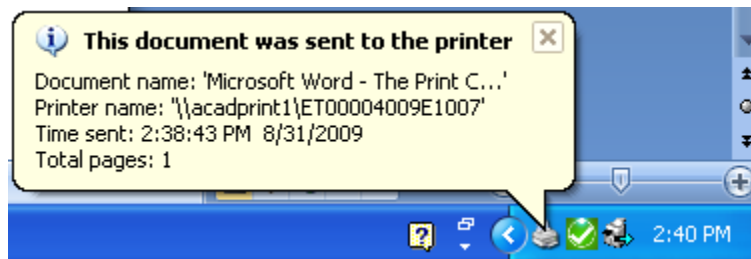
2. A new prompt will appear, providing details about the current printing job as well as your printing balance. Take note of the job cost, your current balance, and your balance after the job completion.



3. Click **OK** to send the job to the print release station.

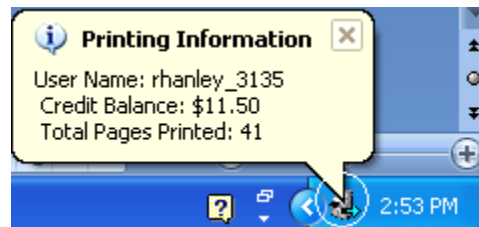


4. Click **OK** at the next prompt.

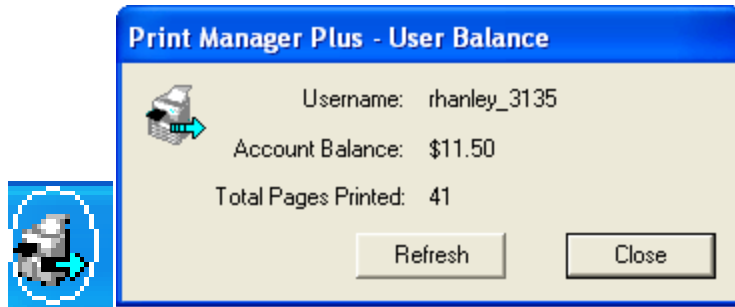


5. You will receive this prompt when the job is successful.

Checking Your Balance



When you want to check your balance, hover your mouse over the **Print Manager Plus** icon in the system tray.



You can also click on the **Print Manager Plus** icon to bring up an information window.

Logging Out



It is very important that you log off of a computer in the computer centers once you are done. If someone else uses your computer while it is logged in under your name, anything they print will be put on your balance.