

## NEW PRINT QUOTAS

### PRINTING POLICIES AND PROCEDURES

In the spirit of environmentally friendly conservation, CCNY is adopting a "green" printing policy. We have been among the few CUNY colleges to allow unlimited free printing within its general use computer labs. By encouraging more conscientious printing habits and reducing waste, green printing will help our college community achieve its goal of creating a more sustainable campus. Any cost-savings realized from this initiative will be reinvested into services that directly support our students.Â

Effective from August 26, 2015, everyone printing from Tech Fee-funded labs will be allotted 1,000 pages per person in the Fall/Winter and Spring/Summer periods, as per the table below. This will easily accommodate the majority of our students.

### PRINT QUOTAS

Fall/Winter	1,000 pages
Spring/Summer	1,000 pages

#### Notes:

- Pages will be reset in the amount of 1,000 pages on the day before the start of Fall and Spring semesters
- There will be no rollover of unused print credits
- The quota does not apply to the color printing

This quota applies whether you are printing from a Wi-Fi device or from the Tech Fee-funded lab computers. A sheet printed on both sides counts as two pages. A sheet printed on one side counts as one page. Please note: The lab printers default to duplex printing, but users may choose to print single sided.

- If you exceed this quota, you may purchase print credits from the Bursar's Office (Administration Bldg.103) in blocks of 100 pages, at \$0.10 per page, for a minimum payment of \$10. On presentation of a receipt to the Tech Center Reservation Desk staff, your quota will be updated accordingly
- If you have a printing issue (e.g., bad quality, a paper jam, etc.) that impacts your print quota, please seek help from a member of lab staff immediately. They will determine what action is warranted up to and including a credit to your print quota
- **WARNING:** Protect your print quota. Your account will be charged

every time someone prints a job using your User ID. Please ensure that you:

- do not share your log in credentials. If you have already shared your log in, please change your password \*
- always log out of your account before walking away from the computers
- pick up your documents as soon as they are released. "Lost" documents will not be reimbursed
- verify which of the printers you are using so that you can be sure to pick up your document from the correct printer.

\* Sharing your log in credentials can lead to security breaches and identity theft, so it is vital that you do not share them. They grant you individualized access to e-mail, Wi-Fi networks and lab reservations, as well as software applications that may contain your confidential and sensitive information.

