

# WAGNER COLLEGE

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## INFORMATION TECHNOLOGY

### **Printing\Copying Policy**

**Purpose:** This document outlines the printing environment for students, staff, faculty and administration.

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**Introduction:** Wagner College has secured an MFP printer fleet consisting of various Canon devices. All college owned computers will be attached to at least 1 of these devices as their default printer. Students are given print\copy balances every semester to print\copy documents in the Library and computer labs.

#### **I. Student Print\Copy Balances**

Students will be given non-rollover print\copy balances at the beginning of each semester. Students will be allowed a \$5 overage on their print\copy costs. After the additional \$5 has been exhausted, printing\copying will be disabled for the student account. The balance allocation will be implemented as follows:

##### **a. Fall Semester**

\$40 given to all students; additional \$10 to Seniors and Graduate students; effective on the 1<sup>st</sup> day of Fall semester classes

##### **b. Spring Semester**

\$40 given to all students; additional \$10 to Seniors and Graduate students; effective on the 1<sup>st</sup> day of Spring semester classes

##### **c. Summer Session**

\$20 given to all students; no additional funds allocated to Seniors and Graduate students; effective on the 1<sup>st</sup> day of Summer session A

**PLEASE NOTE:** Print/copy balances are reset every semester according to the schedule above. Any funds added during any semester will not be carried over to the next semester.

#### **II. Replenishing Print\Copy Balances**

Students who have exhausted their print\copy balances and can no longer print\copy must visit the Business Office to pay for additional credits. The payment receipt must be taken to the Help Desk in order to apply the deposit to the account.

#### **III. Print\Copy errors and refunds**

Students whom may have been charged for printing\copying that did not occur due to a

printer error can apply for a refund of credit. This claim must be made at the Help Desk, or via the online ticketing system no more than 24 hours after the incident in question. Requests for credit entered outside of that time period will not be reviewed.

**IV. Printing/Copying charges**

Students are charged the following prices per page:

Black and White: \$.10 single-sided; \$.08 per side double-sided

Color: \$.12 single-sided; \$.09 per side double-sided

**V. Employees**

All employees who use college-owned computers in their offices or workspaces will be connected to the closest Canon MFP located in their department. If there are needs that require capabilities that the closest MFP does not provide, a request can be put in to the Help Desk to connect that computer to the closest one that does provide those functions.

**a. Multi-Function Printers**

All Multi-Function printers procured from Canon are charged to the respective departments for leasing and printing\copying costs. Repairs that go beyond the Master Services Agreement, or are deemed to be a result of misuse or abuse, will also be charged to the respective departments.

**b. Desktop printers**

Personal or desktop printers are no longer supported for office faculty, staff, or administration. All users are encouraged to use the MFP devices for their daily printing\copying needs.

**i. Exceptions**

In offices where frequent or large amounts of confidential or personally identifiable information are being printed, a personal printer may be considered for confidentiality purposes. All exceptions of this nature must be submitted to the CIO, for consideration in conjunction with the CFO.