



Computer Center Printing

This document will explain the printing policy including printer names using text and images.
Student

Printing available in the Computer Centers

In an effort to be more environmentally and fiscally responsible, the Student Senate asked the ITS team to implement print limits for all students. Each student will have \$37.50 added to their account at the beginning of the term. Each page they print in black & white cost \$.05; color pages cost \$.25; duplex (Double Sided Printing) is double. This will impact student printing throughout campus: in the computer centers, computer classrooms and the academic support centers.

Based on data from the past four years, the VAST majority of students print less than \$37.50 each term. Students should NOT add value until they need to do so. Each term students are enrolled in credit courses; their accounts will be cleared and reallocated \$37.50. Cash value they have added will NOT carry-forward from term-to-term at this time, nor will refunds be available.

Printer names

Century College has a standard printer naming convention for all campus printers. Printers are named and labeled first by room number then by printer model number. There are 3 printers in each computer center labeled for easy verification.

- E1700-9100 This is the main black & white printer in the East Campus Computer Center (Figure 1).
- E1700-811 This is the main color printer in the East Campus Computer Center (Figure 2).
- E1700-8100 This is the backup black & white printer in the East Campus Computer Center. Note: There will be signs posted within the computer center and an announcement made when this printer is to be used (Figure 3).

- W3165-9100 This is the main black & white printer in the West Campus Computer Center (Figure 1).
- W3165-811 This is the main color printer in the West Campus Computer Center (Figure 2).
- W3165-8100 This is the backup black & white printer in the West Campus Computer Center. Note: There will be signs posted within the computer center and an announcement made when this printer is to be used (Figure 3).

Figure 1



Figure 2



Figure 3



Frequently Asked Questions

How many pages can I print?

Every student's account is reset to \$37.50 at the beginning of each semester. You can print beyond \$37.50, but you will need to add money to your account first.

How much does it cost to print?

Black and White printouts are \$0.05 each.

Double sided black and white printouts are \$0.10 each.

Color printouts are \$0.25 each.

Double sided color printouts are \$0.50 each.

Where can I add more money to my account?

You can add money to your account at kiosks in the Computer Centers on either campus, or in the library.

What if my account has more than \$37.50 at the end of the semester?

All accounts are reset to \$37.50 at the beginning of each semester even if the previous balance is over \$37.50. So, it's best to only add what you need.

How do I know how much money I have left?

Each time you print, a window will pop-up to show your balance and quota. You can also see your balance on the myCentury home page.

What if I print something and the printer breaks?

Write down the [printer name](#) and the room number where the printer is located. Then visit the Computer Center to place a refund request with a Computer Lab Assistant (CLA). The CLA will ask for the time and date of the incident, printer in question, and what you were attempting to print. They will then send an e-mail with your request to the proper IT staff (ITS) for reimbursement. After reviewing your request the ITS will send you an e-mail with an explanation of what was done.