

Student FAQ - Print Conservation @ NWTC

Why does NWTC support Print Conservation? The amount of printing at NWTC grows every semester, which means increased costs for paper, toner and printer maintenance. We want to meet students' needs, but we don't want students' costs to increase because of unneeded printing. The Print Conservation Program is designed to provide enough free printing to cover most academic needs while discouraging waste. In fact, Print Conservation helps to:

- Make sure budget dollars (including your tuition) can be used wisely
- Reduce "throw-away" copies
- Promote a "green" environment that benefits our customers and community

How does it work? Each registered student receives a "credit" for 400 free imprints per fall and spring semester and 200 for summer term. This quota has proven to be enough to cover the needs of most students.

What if I print more or less than my quota? If you don't use up your quota one semester, what you have left is added to what you can use the following semester. Individuals who have no print quota left (including non-students) will pay for printing.

What does Print Conservation achieve? In 2008-2009, NWTC purchased 1,900,000 fewer sheets of paper than the year before which saved:

- 228 trees
- 28,969 million BTUs of energy
- 196,909 gallons of wastewater
- Pollution from products used to bleach paper white
- The toner and electricity required for printing
- Fuel and packaging that would have been used to ship it here
- Over 10 tons of paper waste

Will I have to pay for printing? Most will not. A study during the 2008-2009 school year showed that only 4.6% printed more than their allotted quota.

If most students won't be affected, how will the program reduce printing? Increased awareness results in a drop in non-academic printing - valentines, wedding invitations, comics, e-books - when imprints are no longer free.

Why do we have to pay for printing when our tuition includes a material fee? Material fees support the materials distributed in class by instructors (handouts, tests, etc.). The fees do not cover student printing.

How much will printing cost for students who exceed their quota and for non-students?

Size	Black and White	Color (where available)
8.5x11 or 8.5x14	5¢ per page or for two duplex sides	25¢ per page or for two duplex sides
11x17	10¢ per page	50¢ per page
18x24 plot	15¢ per page (.05 per square foot)	30¢ per page (.10 per square foot)
24x36 plot	30¢ per page (.05 per square foot)	60¢ per page (.10 per square foot)

What are some alternatives to printing?

- Read the material online or email documents to yourself for reading or printing at home
- Download articles or documents to a jump drive or burn them to a CD
- Talk to your instructor about ways to handle class materials that reduce printing

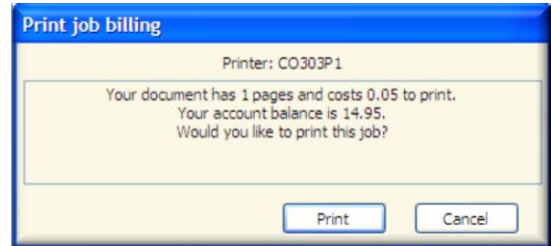
How can I get the most from my quota?

- Proofread your documents before printing. Choose Print Preview before printing to reduce mistakes.
- Print just the information you want. Highlight the text, select the Print option, and choose Selection.
- Print duplex where available to get two sides for the price of one!
- Print presentations as handouts to get six slides to a page.
- Print library articles from the originating web site (when possible).

How do I check my print balance?

There are several ways to check your balance.

- Each time you print, a pop-up message box appears stating your balance.
- A balloon reflecting your current print balance can be seen in your system bar in the lower right corner of your Windows desktop.
- Or click on the "Print Balance" icon on your desktop.



What happens if my print job costs more than my remaining balance? A pop-up window will appear on the screen with the message "Insufficient funds to continue print job. In order to continue, add money to your print account."

How do I add funds to my print account?

Cash only	Library kiosk (Green Bay)	Use kiosk near copy machines.
Credit Card or Cash	Bursar's Office (Green Bay), Front Desks at Regional Centers, Marinette, or Sturgeon Bay	Visit these offices during their hours of operation.
Credit Card	Access through my.NWTC Online credit card	Available from the Internet

Can I get a refund if I have print quota left at the end of the school year? No refunds will be given. When adding funds to your account, please only add small amounts - \$2 at a time, or enough for the current print job. You can continue using the account as long as you are a student or until your account has been inactive for three terms - about one year.

What happens when the pages look bad or do not print? If the printer doesn't work properly, you may request a reimbursement for the affected pages. Eligible defects include toner smears or streaks, low toner, jammed paper, printer failure, or other printer-caused defects (not editing and formatting mistakes).

To receive a reimbursement, complete a Misprint Form and attach the affected pages.

- Forms are available from staff members and are located next to unstaffed printers.
- Turn in the form to any NWTC staff member, who will route it to the contact person listed.
- If the reimbursement is approved, your print account will reflect the credit within a few days. If the reimbursement is not approved, you will be notified via your student email account.

If I have problems or questions, where do I go? For printer failures or printing quality issues, contact the nearest lab technician or staff member, or call extension 6800 to inform the NWTC Help Desk.