

THiNK

Before You Print

In an effort to be environmentally responsible, as well as to reduce unnecessary printing and costs, Blackhawk Technical College has a new Print Services Policy. This policy was developed after reviewing alternatives and researching what other colleges have done.

ATTENTION STUDENTS!!

As a registered student, you will automatically receive the following FREE Printing Budget at the beginning of each semester:
FALL & SPRING \$15 • SUMMER \$5

WHAT To Expect

Each print job will produce a pop-up notification with the cost of the job and the balance of your print budget. If your current budget does not cover the current print job, you will be given the opportunity to increase your budget.

NEW!

Students will now have access to a Multi-Function Printer in the Library. The multifunction will provide students access to print, copy, and scan!

FAQS

How much printing will my budget cover?

The charge per page is:

- Black & White (*single side*) \$.05
- Black & White Duplex (*double side*) \$.03 - per side
- Color (*single side*) \$.20
- Color Duplex (*double side*) \$.18 - per side

\$15 will cover 300 black & white single sided pages or 500 black & white double sided pages (on only 250 sheets of paper)!!

What if I need more than my free budget during the semester?

Students may increase their budget by purchasing with PayPal OR in person at Registration. There is a \$1 Cash minimum and \$5 Credit/Debit Card minimum purchase. No Rollover or Refund of Unused Budget

What if the printer does not work correctly?

You may request a budget reimbursement in the ITS office for 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*)

Tips and Tricks

- **Avoid Misprints—check “Print Preview” before printing**
- Print double-sided whenever possible
- Print only what you need: save to H drive or Flash Drive
- In Powerpoint, print slides as handouts.
- Be certain to log off of the computer when you are finished working as your printing budget, along with all other personal account information, is accessed via your network login.