



User Printing Policy

Printing at FAS's computer labs is not free. See their help desk in the basement of the Science Center for printing.

Printing at 53 Church Street and Sever Hall is free. We will be able to keep it free as long as it isn't abused. Please follow the guidelines for do's and don'ts

Do

1. Keep printing to about 20 pages
2. Print personal items, but keep them to a minimum.
3. Use the photocopier on the second floor for multiple copies.
4. If you have a large job, such as a thesis, get clearance from a UA to print it, and then print it in small units of 20-30 pages. This allows other Users to print small jobs in between your units of print.
5. Use duplex (2-sided) when possible.
6. Print 2 pages to a page when appropriate and possible, such as lecture notes.

Don't

1. Print unnecessary large jobs, such as huge web pages.
2. Print our books or manuals, including review manuals.
3. Make multiple copies of the same document. Print an original and use the photocopier for the multiple copies.
4. Print transparencies. They melt and destroy the printer.
5. Print non class-related documents to the color printer.

Please notice that our printers are "workhorse" printers, not fine art printers. They are intended for printing general text assignments. The alignment may not be perfect and the print may sometimes be faded. To print documents such as resumes, we suggest you go to a commercial operation for printing.

Color printing is available for final reports and other class-related materials. However, multiple copies are not permitted. Please submit media containing your print job to the UA located in the second floor help desk. Finally, color printing is not an immediate service- please allow up to 24 hours for your print job.