

Introduction

Fisher School of Accounting (FSOA) students have access to high-quality, affordable laser printing services within Gerson Hall. FSOA students taking Hough Graduate School of Business (HGSB) courses are also able to print in Hough Hall. The operating procedures for the student printing system are described in the following paragraphs. If you have any questions, please contact the Technology Assistance Center at 352-273-0248.

Nearly all FSOA courses have a small Material and Supply (M&S) fee that helps defray the cost of the student printing system. Individual student print quotas are determined by the number of credit hours of coursework with the M&S fee (roughly 50 printed pages per M&S credit hour). The FSOA administration provides additional funding to support a reasonable amount of additional class-related printing for their students.

Printers in Gerson Hall track student printing activity for reporting purposes. Students will be allowed to print in Gerson even if their individual print balances go below \$0. It is expected that students will be responsible in their use of the printing system. FSOA administrators periodically review reports on printing activity to prevent abuse.

Printers in Hough Hall will not allow printing by students with negative print balances.

Beginning of a Semester

On the business day immediately prior to the start of each semester, the print quota system administrator resets all student print credit balances to \$0.00. Print credits do not “roll over” from one semester to another.

On the day after drop/add ends, the system administrator will compute the appropriate print credit for each student, based on his/her registration for courses with the M&S fee, and deposit that amount into the student’s account.

An Example

Suppose that Sally Smith’s course registrations entitle her to a \$48 print credit. She starts her semester with a balance of \$0. She prints \$3.00 worth of documents during the first week of class, ending the week with a -3.00 balance. On the day after drop/add, we deposit her \$48 print credit, resulting in a new balance of \$45.

Printing Charges

Print charges are based on cost recovery basis, and will be re-evaluated periodically to ensure the students receive the best printing value. These charges are lower than those assessed by other UF organizations that provide printing services to students. As of June 5, 2014, FSOA student printing costs are as follows:

Print Type	Charge/Sheet
PrintSmart Printer - single sided (color or B&W)	0.07
PrintSmart Printer - duplex sided (color or B&W)	0.12

To check your balance or review print jobs visit:

<https://secure.warrington.ufl.edu/myWarrington/printing>

Minimizing Your Print Charges

- Make sure you send the document to the right print queue.
- Change the option from single-sided to double-sided when possible.
- Do not send the document to print again just because it is not in the output tray
 - Check the print queue to see if there are other documents ahead of yours
 - Check that the printer has paper; if not, contact the TAC (273-0248).
 - Check to see which print queue the document was sent to.

NOTE: There will be no refunds for misdirected documents so please double-check settings before you hit Print!

If you have any questions or concerns about the printing system, please either complete one of the feedback forms located near the printers or contact the College's Director of IT Support, Eric Olson: eolson@ufl.edu or 352-273-1615.