

Introduction

Hough Graduate School of Business students have access to high-quality, affordable laser printing services within 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 HGSB courses have a small Material and Supply (M&S) fee that helps defray the cost of maintaining 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).

Beginning of a Semester

On the business day immediately prior to the start of each semester, the print quota system administrator performs two actions:

1. Student print credit balances are all set to \$0.00. Print credits do not “roll over” from one semester to another.
2. The printers are configured to allow negative balances. We recognize that students need to print during the first week of classes, even though the semester’s print credits have not yet been deposited to their accounts. Don’t be alarmed when your print balance dips into the negatives during the first week of class. That is completely normal and will be corrected in just a few days.

The Day After Drop/Add

Once drop/add is over, we return to normal operations. The system administrators perform the following actions:

1. Compute the appropriate print credit for each student, based on his/her registration for courses with the M&S fee.
2. Deposit the appropriate print credit for each student.
3. Reconfigure the printers to only allow printing by students with positive print credit balances.

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.

Purchasing Additional Print Credits

Should your print credit balance dip below \$0.00 you will be prohibited from printing until additional credits are added.

Any HGSB student may purchase print credits at the Technology Assistance Center (TAC), located during the week days in 206 Heavener Hall and on the weekends in 237 Hough Hall. Payment is made via the UF financial system. Our business office will credit new funds to student accounts in a timely manner; however, this only takes place during business hours (Mon-Fri, 8am-5pm).

Important Note: Any print credits remaining at the end of a semester **will not** carry over. Each semester begins with a zero balance.

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, HGSB student printing costs are:

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! If you are on the second floor of Hough Hall, do not send to the third floor of Hough Hall unless you plan on going upstairs to get the output.
- 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.