Why do I have to pay for printing?

Berry College has historically funded 100% of costs for printing in the library and computer labs for students and guests. This policy along with overall community growth has resulted in a continued increase in the volume of printing. The implementation of a print management system providing a generous allocation for students and no free printing for guests will help raise awareness of the environmental impact of paper/print materials and associated costs which ultimately come from tuition.

How does the print system benefit me?

With the old system, you paid, in part, for all of the prints made on campus. Now you are only accountable for the prints that are yours.

When do printing charges start?

Beginning January 2012, Berry College will follow the practices of other colleges and universities with relation to student printing.

What is my print allocation?

Per semester allocation: 500 units (generally equivalent to pages) with an additional 250 units for summer

What is a unit?
1 B/W 8 1/2 x 11" page = 1 unit
1 8 1/2 x11 color page = 5 units
1 11x14 B/W page = 2 units
1 11x14 color page = 6 units
1 11x17 B/W page = 3 units
1 11x17 color page = 7 units

There is no charge to print on the reverse side of a page, B/W only, any size. All printers should default to duplex which prints on both sides of the paper. This can easily be changed in printer properties should you need to print only on the front side.

How much does it cost to print?

The cost per unit is $.05 on printing which exceeds the allocation.

How much does it cost to copy?

Copying for students will continue to be charged .10 per side for each black/white page that is copied on Berry College student copiers. Color copies are .25 per side.

How can I track my account for printing?

When using a computer in the library or labs you will be required to validate print jobs by entering your Berry College AD username and password. This information can be retrieved or reset using http://react.berry.edu. A client popup will also display on the workstation indicating current balance and a link to a website which shows printing summary, balance history, environmental impact, transaction history and recent print jobs.

What happens if I go over my allocation?

If you go over your allocation, your student account will be charged. You may pay the amount due at the Cashier's Office in Hermann Hall. If you work on campus, this charge may be taken out of your student work paycheck.

Can students print without an account?

No, all printing is tied to your Berry College Active Directory username and password.

What if I make a mistake, select and print the wrong job?

If you make a mistake in what you print, it is your responsibility to cover the cost for that mistake. If the printer has a jam and does not print correctly you will be able to request a refund at the library circulation desk.

What if I have a special circumstance requiring more units/pages?

Additional units/pages will incur charges to the student's account.

Student work supervisors should not require students to print on the student's account in the Library or Labs.

Can people who are not affiliated with the Berry College print on campus?

Only students will receive an allocation. All others will be required to pay for printing.