

Queens College

Pay for Print

- **Why do we need to pay to print?**

As part of the Green initiative at Queens College and in effort to reduce wasteful printing, QC has implemented a Print Management System. The College has found over the past 6 months of operation that there has been a significant reduction in the number of unclaimed or accidental printing jobs filling the recycle bins.

- **What is the purpose of Pay for Print?**

The purpose of print management is to reduce the College's carbon footprint. Many in the college constituency print without regard to the environment or need.

- **Doesn't the Technology Fee pay for our printing?**

Yes, a portion of the technology fee is used to pay for toner, printer maintenance and paper. The credits generated from this program will be credited to the technology fee first, thereby allowing the Technology Fee to be used for more innovative and higher impact projects that improve Teaching and Learning at Queens College.

- **How are the Technology Fee expenditures determined?**

A committee comprised of students, faculty, the Provost Office and the Office of Converging Technologies (OCT) meet to determine projects that closely align with the academic, administrative goals of the college while enhancing the technological experience at Queens College.

- **Where can I find more information about the Technology Fee Committee?**

<http://qcpages.qc.cuny.edu/provost/Committees/techfee/index.html>

- **How does Print Management work?**

Printing is as easy as 1-2-3. Login, select your document to print, confirm the printer location, go to the printer, swipe your QCard (QC ID) at the access reader and collect your documents and logout.

- **How much does it cost?**

There will be a charge of \$.10 per black-and-white page and \$.25 per color page printed. This charge will be debited from the QCard print fund.

- **What is a QCard print management fund?**

At the beginning of every semester students will be given an initial \$10.00 per account balance on their QCard print fund. After the \$10.00 is depleted students will then be able to add money to a general debit fund which can be used for printing. This will allow them to print beyond the \$10.00 of free prints.

NOTE: There is no "emergency" exception to this rule! If you run out of your allocation, you MUST add funds to your card in order to print.

- **Do all students have a print fund?**

The print management fund is available to Queens College registered/matriculated students in good academic standing.

- **Do faculty and/or staff have a print fund?**

No, the print management fund is available for students only.

- **How can I add money to my print fund?**

You cannot add money to your Print Fund; however you can add money to your QCard's General Debit Fund by using cash at a Phil Station in increments of \$1, \$5, \$10, and \$20. There is no fee for cash transactions at the Phil Station.

- **Where can I find these Phil Stations?**

Phil Stations can be found in the:

- Dining Hall next to the ATM machine
- Powdermaker Hall left of the computer kiosks in the main foyer
- I-Bldg, 2nd floor in front of the Lab Technician's Desk
- Rosenthal Library, 2nd floor

- **How do I get a QCard (QC ID)?**

The QCard is issued by QC Security. IDs are issued in the Student Union, LL 29 on Tuesdays and Wednesdays from 10AM to 7PM.

- **What documents do I need to obtain a QCard?**

Two forms of identification (ie. driver's license, birth certificate or passport).

- **What if I lose, misplace or damage my ID/QCard?**

If you lose your QCard, please complete a report with the Security Office in Jefferson Hall, room 200 as soon as possible. A new card can be generated at the Security Office. A \$5.00 replacement card fee will be charged. Your old card will be deactivated and will no longer work anywhere on campus. Please be aware that you remain responsible for card usage prior to deactivation. Falsifying, altering or misusing your own or anyone else's ID card in any way is strictly prohibited by the College.

- **What if my card was stolen?**

Submit a police report or other supporting documentation to the QC Security Office and they will deactivate your fund accounts on your old card and transfer any available balances to a new card right away.

- **If I have a problem with print management during the evening or on the weekend what can I do?**

Speak with the computer lab attendant for assistance.

- **Can I print if I am not a QC student?**
If you do not have a QCard you will be able to purchase a Print Value Card from the Phil Stations on campus for a \$1.00 fee.
- **Can I withdraw cash from my QCard fund accounts?**
No, your QCard is not an ATM card. You do not have the ability to withdraw cash from it.
- **What happens to the added cash placed in my fund accounts at the end of the year?**
Upon withdrawal, graduation or termination of employment from the College, refunds must be requested in writing. Proof of separation from the College may be required. All Queens College liabilities must be settled prior to a check being processed for a refund. Refunds will not be issued for accounts of \$20 or less in value. All refund checks will be mailed to the last known address listed with the College and may take 6-8 weeks to process. If no refund is requested within one year, funds will be forfeited to Queens College.
- **How can I care for my QCard?**
Under normal conditions, your QCard should last until its expiration date. To ensure the durability and validity of your QCard:
 - Keep it in a safe carrying case (such as a wallet or cardholder)
 - Keep it away from magnets and computers to avoid magnetic damage
 - Do not punch holes in your card
 - Do not tamper with the information or picture printed on the card
 - Do not wash the card
 - Do not use the card for any purpose it was not designed for
- Problems with your card and/or copiers/printers?
Email QC.QCard@qc.cuny.edu