

TO: Northeastern Illinois University Students
FROM: University Technology Services
RE: Computer Lab Printing Services
DATE: August 25, 2010

Over the past several years, University Technology Services has tested and implemented several ways to reduce printing costs and to create more environmentally-friendly services in the student computing labs. At the same time, we have been expanding student computer and printing services in the computer labs and surrounding areas.

Some of our initiatives were:

- Introducing Wireless Printing
- Implementing a print control solution to reduce the amount of paper and print waste
- Setting the default on all printers in the labs to duplex printing (printing on both sides of the page)
- Recycling print cartridges back to the vendor
- Using acid free, recycled paper in the computer labs
- Installing new, higher-capacity printers/scanners/copiers
- Instituting a printing/copying quota to reduce unnecessary printing

The initiatives instituted have produced good results, and we have continued listening to our users in our search to improve the services we offer. We have found that the average student uses far less than 750 pages per semester. This same student would like to have greater flexibility in printing options. As a result, beginning with the fall 2010 semester, there will be a 750 page limit for printing/scanning/copying that will reset at the beginning of each following semester. The resources freed by making the quota closer to user demand have allowed us to provide the flexibility our students have requested. Students will now be able to print a document from any lab, regardless of which computer was used to print. In addition, the quota can now be applied toward photocopies as well.

For those that do exceed the printing limit, it will cost 9 cents per printed page for a double-sided document (or 18 cents for a page printed on two sides) and 10 cents per page for a single-sided document. When required, printing costs will be deducted from the student I.D. card. Money can be added to I.D. cards at all student lounge/vending areas in every building on campus, plus on the 2nd floor of the Ronald Williams Library.

These efforts will continue our move towards more fiscally and environmentally responsible print services while making sure that the printing resources are shared fairly among all students. For website tutorials on how to print, visit <http://www.neiu.edu/~scs> and select the "Tutorials" link.

Thank you for your support of these initiatives.