

Alverno College
Technology Services and Media Hub

Color Laser Printer Policy

Technology Services and the Media Hub each have a color laser printer capable of printing back-to-back copies and transparencies. Students, faculty and staff may use the color printer for college-related print jobs. These printers are primarily for student use.

- **Page Limit.** Color printing is limited to a maximum of 5 copies or 20 pages per print job. Requests exceeding 20 pages should be printed through off campus services such as Kinko's.
- **Paper.** Students, faculty and staff may not print on any paper or media other than that supplied by Technology Services or the Media Hub. The following types of media are available:
 - Standard-weight white 8 ½ x 11 or 8 ½ x 14 paper
 - Color transparency
 - Color laser photo paper for proof prints
- **Color transparencies** may be printed on the color printer. The cost is \$1.00 per color transparency plus 10 printing quota pages, and may be charged directly to department accounts.
- **Color photo proof prints** can be made on the color laser printer. The cost is \$1.00 per color photo page plus 10 printing quota pages, and may be charged directly to department accounts. The color laser printer does not produce high quality photo prints. For these, an inkjet printer should be used.

Students need to use off campus services such as Walmart or Walgreens for final inkjet photo prints.

Faculty and staff may request inkjet photo prints on glossy paper **only** by contacting the Director of the Media Hub, and only in very limited amounts.

- **Printing costs.** Students receive 400 pages in their printing quotas at the beginning of each semester. Ten pages will be deducted from the user's printing quota for every page (single-sided or duplex) printed on the color laser printer. This charge is in addition to any charges for transparencies or photo paper. Students may purchase additional printing quota pages in the Computer Center. Faculty and staff printing may be charged to department accounts for large print jobs.

If you have any questions about this policy, please contact Anita Eikens (382-6343) or Joyce Lange (382-6171).