

CWU - Green Printing

Purpose

These guidelines and procedures are established to address House Bill 2287 concerning paper conservation. Each state agency, by July 1, 2010, is required to develop and implement a paper conservation program. Central Washington University uses a Green Printing system on campus. This system encourages responsible use of print resources and decreased print waste.

Student Accounts

General – These policies only apply to printing in the labs, and select printers in the Brooks Library and the SURC. Printing is a service provided by the Tech Fee Committee for students. Students log into the Green Printing system using their My CWU credentials. Each quarter, each registered student will be provided with \$10 of printing credit. An additional \$5 of credit will be added to each student's account to cover printing errors such as paper jams, poor print quality, or any other printing or technical issue related to printing. Both credits will automatically be added to the accounts on the last working day before the first day of instruction each quarter. When both credits have been exhausted, students will be required to add additional credit to their accounts using an Add Value Station.

Yearly Clearance – Unused printing account balances expire and are cleared on August 30th of each year. Unused balances carry no cash value, and cannot be refunded, sold, or transferred to another user. Any credit left on any accounts belongs to the Student Tech Fee Committee.

Public Accounts (community)

General – Printing is available to the general public for a fee. Public accounts and passwords can be created when a member of the public attempts to print. These accounts are created with a zero balance. Credit can be added at an Add Value Station located in the Brooks Library using the username and password assigned when the account is created. Public users also receive an email notifying them of their username for future reference.

Clearance Notice – Printing account balances, including those with unused funds, will be cleared August 30th of each year, if the account has not been active for more than 90 days. Public users are encouraged to only add the amount necessary for their printing needs to avoid the loss of funds when accounts are cleared. Refunds of unused account balances are not possible. Any funds cleared will be donated to the Tech Fee Committee.

Account Removal – Public accounts showing no activity for 90 days or more will be removed from the system on August 30th of each year.

Faculty and Staff

General – These policies only apply to printing in the labs, and select printers in the Brooks Library and the SURC. Printing is available to CWU faculty and staff members at no cost. Faculty and staff will be assigned quota of \$0. Faculty and staff accounts will be allowed to maintain a negative balance. This means faculty and staff are not required to add credit to their accounts in order to continue printing. This feature is primarily provided as a monitoring tool, so faculty and staff can monitor their own printing usage.

Clearance Notice – Faculty and staff balances will be cleared on August 30th of each year. Refunds of unused account balances are not possible. Any credit left on any accounts belongs to the Student Tech Fee Committee.

Printing Costs

Printing costs are set by CWU. Printing rates are available via the Green Printing system and posted in appropriate locations. Printing costs are subject to change with 90 day notice. Duplex (double sided) printing will be set as the



default wherever possible. However, users are responsible for verifying that the duplex setting is selected before printing.

[CWU-Green Printing Pricing](#)

Adding Funds to Accounts

Funds may be added to printing accounts using an Add Value Station in the Brooks Library. These machines accept coins and bills. Public users use the username and password provided by the Green Printing system when their account was created. Students, faculty, and staff will use their My CWU credentials.

Credits

Cash Refunds are Not Possible.

Printer Flaws and Errors - No refunds will be given for miss prints, printer jams, or any other printing or technical issue related to printing. An additional \$5.00 / quarter printing credit has been provided to cover these situations.

User Errors - Credit will not be given for user related printing errors. (i.e. duplex instead of single sided, printing more pages than intended, full page printing of PowerPoint slides, poor formatting, odd printing due to web page frames, etc.) An additional \$5.00 / quarter printing credit has been provided to cover these situations.

Pricing & Printing Instructions

[CWU-Green Printing Pricing](#)

[Student Instructions](#)

[General Public Instructions](#)

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