



# Dickinson State University

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## *Printing Procedure*

In an effort to provide efficiencies, enhance security and management, Dickinson State University has implemented a print monitoring feature on DSU owned computers called PaperCut. Users will notice a pop-up window when logging on to the desktop. The notice will indicate the user has 500 print pages available from the start of the semester and will decrement by one for each printed page sent to a black and white printer, or by two for each printed page sent to a color printer. When a user approaches the quota of 500 pages they may receive an email communication to their Dickinson State email address by Information Technology Services requesting clarification of printing needs. If the user does not respond within a reasonable time, printing may be disabled for that user. Presently, Dickinson State University does not charge students for print jobs. This print monitoring effort is to increase awareness of what the print needs are, reduce excess printing, and curb abuse.

Employees will also see the popup window.

Some guidelines for printing and copying include:

- When 100 or more Black and White pages are needed use the Print Shop by contacting Office of University Relations.
- When 25 or more Color pages are needed use the Print Shop by contacting Office of University Relations.
- The cost per page is the least when using the Multifunction Printer/Copiers on campus.
- Desktop printers have the highest cost per page.

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