

Printing on Campus with PaperCut – A General Overview

Students will be granted a \$25.00 balance or 500 sheets of paper starting on July 1st and ending the following year on June 30th. Single-sided black and white pages will deduct \$0.05 from your balance and duplex (double-sided) black and white pages will deduct \$0.08. Duplex printing is encouraged and will result in a lower total charge for printing.

When your balance reaches \$1.00, you will receive a warning message. When your PaperCut balances reaches \$0.00, you will not be able to print until you add more funds.

If you need to add additional funds to your PaperCut balance, it is recommended that you do so in small increments of \$1.00. You can add dollar amounts ranging from \$2.00 to \$10.00. Funds will be added using a PayPal interface. Any remaining funds (including funds you have added yourself) at the end of the year **will not be issued** as a refund.

There will be no rollover of funds after the “printing year” (July 1st through June 30th) has ended – a fresh \$25.00 balance will be credited to your account automatically when you are a registered student.

Newtown students – when printing from laptops, printer OAL-P3 is located on the second floor in the Print & Copy Center (across from the Welcome Desk). If you are on the third floor, please set the default printer to OAL-P1 or OAL-P2.

Courses that are print intensive can access an online form to increase the quota for your account. The online form can be accessed here: <https://bucksedu.wufoo.com/forms/student-request-for-printing-quota-increase/>

You can dispute a charge due to a printer malfunction (paper jam, poor print quality), missing printouts, or another related reason which will be credited to your PaperCut balance if approved. In most circumstances, there will be a 24-hour turnaround for refund requests.

Additional information can be found on the bucks.edu E-Resources menu and the Help Desk and Services Center LibGuides page:

- ➔ <http://www.bucks.edu/e-resources/printing/>
- ➔ <http://bucks.libguides.com/HelpDeskStudents/papercut>