

In the Spring 2008 semester, Dickinson College installed the Equitrac print management system on 27 student accessed printers throughout campus. The purpose of this program was to discourage wasteful printing, conserve environmental resources, and control the amount of printing to avoid passing rising costs to students. Decisions on the aspects of this program were developed with LIS and in collaboration with the ITS Committee, which is comprised of students, faculty and administrators.

Why Equitrac and how is this going to help us save?

Equitrac provided us with several key features:

- “Follow You Print Technology” holds documents in a virtual print queue and releases them for output after you authenticate the device of your choice, any of the 27 Equitrac-equipped printers throughout campus, via your campus ID card.
- Students must release the job to be printed – eliminating jobs sent to the printer and not picked up.
- Encourages students to print only what they need.
- You can manage your print jobs and delete jobs that you sent by mistake.
- With “Auto-Delete” jobs that are abandoned in the print queue are deleted after 12 hours.
- It provides the ability to set printers to automatically duplex documents (when possible).

Students will each receive a 600 page allotment per semester.

This 600 page allotment was developed by reviewing the Fall 2008 Dickinson student network printing statistics, and conferring with the ITS Committee.

Here are the summary statistics of usage from Fall '08:

Mean: 588 pages printed
Median (50 th Percentile): 427 pages printed
Percentage of students printing in excess of the 600 page limit: 37%

Student Print Proposal Details

1. Most student network printers are set up to print on both sides of a piece of paper. Each side of paper that is printed will count as one page. If a student prints on both sides of a page, that will count as two pages.
2. Students can check their balances at the printer’s access terminal and via the Dickinson Gateway Portal.

3. If a student depletes their allotment of 600 pages printing will automatically start to deduct from their declining balance account.
4. Students will be able to purchase additional pages, at the rate of .10 cents per page, at the Declining Balance/ID Office of Dining Services during normal business hours of 8:30 a.m. to 4:00 p.m., Monday through Friday. Acceptable methods of payment are: cash, check, MasterCard, Visa and Discover.
5. If a student does not use his or her quota of 600 pages, the balance will not be forwarded to the next semester. Each semester, students will start with a fresh allotment of 600 pages.
6. If a student purchases additional pages but does not use all of the purchased pages during the current semester, the balance of these purchased pages will carry forward to the next semester. Any funds added to the DBA can be carried throughout your college career or refunded at the end of any semester.
7. Timetable when student printing is available:
 - A. Summer School – Allotment of 600 pages starts on the first day of classes through last day of exams.
 - B. Fall Semester – Allotment of 600 pages starts two weeks before the first day of classes through last day of exams.
 - C. Spring Semester – Allotment of 600 pages starts one week before first day of classes through last day of exams.
8. Printing dispute resolution: Send an email to studentprinting@dickinson.edu, within three days of your printing problem, so we can review the print history. Please state in the email a description of the problem, file name of the document you were trying to print, location where the problem occurred, and number of pages affected. After researching the problem we will respond and credit your account if applicable.
9. Students not enrolled in the current term will be automatically charged against their declining balance for printing.