

New York Medical College

PUBLIC PRINTING/COPYING

I. Purpose

To provide an environmentally friendly campus with better quality of service, and to encourage the most efficient use of college resources, students and guests are required to fund their print and copy costs.

II. Procedures

A. NYMC Students on the College network.

1. Print/copy charges will be tracked by the Canon uniFLOW copier management system
2. Effective July 1st 2014, each new student will be given one non-transferable free credit of \$15
3. Current Pricing is \$0.08 per printed/copied side black Letter and \$0.30 per printed/copied side color Letter (Only the Library copier supports both black and color at this time)
4. Printing is set to Double-Sided by default. Single-Sided must be selected before the job is sent to the queue
5. Print jobs are securely released at the copier using your NYMC Badge or NYMC Network Login Account
6. You will be unable to perform a print/copy when your balance is insufficient to perform the action requested
7. Print jobs not retrieved within 1 hour are automatically deleted from the Queue.
8. Funds can be added to your account with a credit card or PayPal account using the Canon uniFLOW Payment Gateway website
9. On occasion, a printer may malfunction. The support staff has the responsibility to make the final decision as to if a print/copy balance credit should be given. Print/copy balance Credits will **not** be issued for mistakes made by the user.
10. Monetary Refunds are not permitted.
11. All documentation and support is located at <http://complab.nymc.edu/print>