



June 12th, 2013

Printing Policy

1.0- General

St. Thomas University has implemented the Pharos Print solution to provide a "green", student-friendly approach to printing on campus. The system increases student functionality to a wide range of services to meet ever-evolving document needs.

2.0- Free Print Credits

2.1- Students are given a standard number of free print credits each semester. This allows printing on all public printers on campus (computer labs, libraries, etc.)

2.2- At the beginning of each semester students will be credited with 1,500 pages.

2.3- A "page" consists of a single sheet of paper, regardless of whether the student prints on one side or both sides. Because of this, students can make the most of their print credits by selecting double-sided and printing on both sides.

2.4- At the end of each semester all print credits will be set to zero and new print credits will be issued at the beginning of the semester as described in **2.2** above.

2.5- Students can check their available print credit balance at any of the Konica Minolta printers on campus by swiping their Student ID card at the terminal or by signing in as well.

2.6- The print credit has no cash value; there are no refunds, carryovers or transfers for unused print credits, whether the unused print credit is free or paid.

3.0 Paid Print Credits

3.1- After students exhaust their free printing balance, they have the option to purchase additional pages online at <http://www.stu.edu/print>

3.2- Additional printing credit is sold in five dollar (\$5.00) increments of one hundred (100) pages.

3.3- Additional printing credit purchased may not be credited to the student's printing account until the next business day. Therefore, it is incumbent upon each student to monitor his/her printing balance and plan accordingly.

3.4- At the end of each semester all purchased print credits will be set to zero and new free print credits will be issued at the beginning of the semester as described in **2.2** above.

4.0 Support

4.1- Students in need of technical support should contact the Help Desk via email at helpdesk@stu.edu or by calling (305)628-6610.

4.2- Students are encouraged to visit the Office of Information Technology (OIT) website at <http://www.stu.edu/print> for the latest updates regarding student printing on campus.