

Information Technology Printing Policy for Hood Students

Hood College provides each student the ability to print at various locations throughout the campus. Printing is available through Hood's wired and wireless networks. Both black-and-white and color printing are available, either through single or dual sided documents. Every Hood student account has a dollar-based print quota for printing. A student must be currently enrolled in classes each semester (including summer sessions) in order to have printing capabilities. NOTE: charge examples reflect black and white printing only, although color printing is available:

- Full time students (minimum of 12 credits for undergraduate or 9 credits for graduate) are authorized to print up to \$50.00 (1000 black and white pages) per semester on Hood printers without charge.
- Part time students (less than 12 credits either undergraduate or graduate) are authorized to print up to \$25.00 (500 black and white pages) per semester on Hood printers without charge.

The table below details current print prices for Hood IT-maintained printers. Print prices apply only to students, not faculty or staff:

Print Service	Cost/Page
Black and White – Single Sided	\$.05
Black and White – Double Sided	\$.10
Color – Single Sided	\$.25
Color – Double Sided	\$.50

A student's print quota will be reset to \$50.00 (full-time) and \$25.00 (part-time) at the beginning of each semester including summer sessions. If you exceed this quota, you can purchase additional increases in increments of \$2, \$5, \$10 and \$20. Please note that a student's remaining quota, at the end of any semester, will not carry over to the next semester.

Finding Student Print Quota Information

Hood manages student printing through the use of a commercial software program called PaperCut. Students can view and manage their print quota by logging onto the PaperCut website using their Hood ID (i.e. "abc1") and password. To check/manage your printing account:

- Open a web browser and go to <http://neptune.hood.edu:9191>
- Login using your Hood ID (abc1) and password (without the domain)
- You will be logged into your personal PaperCut printing account

The balance information will appear on the summary page.

Purchasing Print Quota

Students have the ability to add printing quota through the PaperCut web interface 24 hours a day. A credit card (Visa, MasterCard or Discover) is required to add funds in this manner. If you wish to pay for additional quota by using cash, you must go the Accounting office on the second floor of the AD Building. Both methods are explained below.

Note: The Accounting Office will only accept cash to add quota to your account. You must use your personal PaperCut interface to add quota with a credit card.

Paying by Credit Card: Using the Web to add additional print quota:

- Log into PaperCut to manage your account using your Hood ID and password. There are two methods in which to login:
 1. Using the PaperCut Client Tool
 - Open your Client Tool and click on **Details**
 - A web browser will open. Enter your Hood password and press **Log in**
 - You will be logged into your personal PaperCut printing account
 2. Using a web browser
 - Open a web browser and go to <http://neptune.hood.edu:9191>
 - Login using your Hood ID (abc1) and password (without the domain)
 - You will be logged into your personal PaperCut printing account
- Click on **Add Credit** on the left column.
- Select the **amount** you wish to add. You may add the amounts of \$2, \$5, \$10 and \$20. Press **Add Value**
- The **order form** from Authorize.net will appear. You *must* fill in the **Card Number** and **Expiration Date** in order to complete the transaction. Press **Submit**.
- Quota will be added immediately after your credit card transaction has been approved. You may use this quota immediately.

Paying by Cash: Using Hood's Accounting Office to add additional print quota:

- Go to Hood's Accounting Office which is located in the AD Building on the second floor. They are open business hours 9:00a - 5:00p Monday through Friday.
- Pay for additional quota you wish to purchase. They will add the extra quota to your PaperCut printing account and provide you a receipt.

Personal Printers for Hood College Residents

Hood College allows the use of personal printers in the residence halls under the following guidelines:

Direct Connection – residents can connect their printer directly to their PC/MAC/laptop using standard USB or Serial cables as applicable. Students have the option of sharing out this printer on the network from their PC/MAC/laptop if they desire, using standard Windows/MAC

network sharing capabilities. Hood College encourages password protecting a shared printer to deter uninvited users from accessing the printer.

Network (wired) Connection – residents may connect their printer's Ethernet port (if available) to their dorm wired port. The resident will need to provide the hardware (MAC) address of the printer to allow for access to the network and assignment of an IP address. This IP address will then be accessible to the student to set up as a networked printer on their PC/MAC/laptop. Please note that this printer will likely also be accessible by other network users to print.

Network (wireless) Connection – residents may connect their wireless printer to Hood College's wireless network, typically unsecure@hood unless the printer is equipped to handle WPA2 Enterprise authentication. Student will need to provide the hardware (MAC) address of the printer in order to connect to the unsecure@hood network and obtain an IP address. This IP address will then be accessible to the student to set up as a network printer on their PC/laptop. Please note that this printer will likely also be accessible by other network users to print.

NOTICE: Residents may **NOT** use their wireless printer's onboard wireless radio to create a peer-to-peer wireless network for printing. Enabling the wireless radio on the printer will cause interference with legitimate Wireless Access Points, and also may interfere with other wireless users in the vicinity of the printer. Hood College reserves the right to locate and disable the radio of any personal printers located in the residence halls.