

Harrisburg Academy Printer Guide 2011

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This year, printing budget is now based on the division or department you are in. All Academy computer users, including students, faculty, staff and administration are in an appropriately named printing group (similar to last year). Then the groups are aggregated into accounts that correspond to the school's budgetary cost centers. Each cost center is assigned an overall quota, based on historical usage from last year, and then each group within that account is assigned a quota. The total amount allocated for the department or cost center is fixed, based on last year's historical usage. Should a group run out of printing quota, printing will pause. They can ask their department manager/supervisor/division head for a re-allocation, and the managers of the various cost centers are free to re-allocate their department's quota within their department by submitting a ticket to tech support. If the department as a whole runs out of printing credit, then all groups within the department/division will be denied printing until the department/division purchases more printing quota. This ensures that the costs associated with high printing volumes becomes the responsibility of the individual departments.

In general, restrictions on printing will be in force to help save printing costs and to help avoid mistakes: You may not print more than 3 copies of one document to the color printers, and no more than 20 of one document to the monochrome printers. You will not be restricted to the number of copies on the new Konica Minolta copier/printer/scanners. You will also be restricted to printing another copy of the same document within 30 seconds of the first. Exceptions to these rules are granted based on discussion with the Director of Technology.

Students using a domain login from a school computer may print directly to the printers that they are authorized to print to. Student printing quota is now part of each of the divisional printing allocations (see chart below.) Students using computers with a non-domain login with Internet access only will not have direct printing access. However, new developments that were still in process as of the writing of this guide may enhance web print capabilities. Any enhanced capabilities will be announced as they are made operational. In the meantime, the recommended print strategy for student non-domain machines will be to save the file to be printed onto the Skydrive, then login to a school computer, download from Skydrive and then print.

The yearly printing credit for your department/division/cost center is listed here, and then broken down into the functional groups.

Cost Center	Total Quota	Group Quotas		Group Quotas	
ECLS	\$1489	Admin-ECLS	\$ 207	EDP	\$ 41
		Faculty-EC	\$ 182	Faculty-LS	\$ 532
		Students-EC	\$ 132	Students-LS	\$ 395
MS	\$ 840	Admin-MS	\$ 203	Faculty-MS	\$ 203
		Students-MS	\$ 434		
US	\$1554	Admin-US	\$ 305	Faculty-US	\$ 740
		Students-US	\$ 509		
Admissions	\$1594	Admissions	\$1587	Communications	\$ 7

Athletics	\$ 27	Athletics	\$ 27	
Business	\$ 215	Business-Adm	\$ 173	Business - Staff \$ 41
Development	\$ 384	Development	\$ 384	
Main Office	\$ 217	Main Office	\$ 217	
Technology	\$ 130	Technology	\$ 130	
Wellness	\$ 32	Wellness	\$ 32	Health \$ 1

Per-page print charges are significantly less this year, now that last year's overall costs have been analyzed and a more accurate per-page cost is now known.

Per-page printing charges are: Konica/Minolta - \$0.015 per page
Black - \$0.021 per page
Color - \$0.082 per page

There is a discount for duplex (two-sided) printing of \$0.004 per page. For instance, printing a two page document on two pages will cost 4.2 cents. Duplex printing the same document will cost 3.4 cents.

Printer Summary

PRINTER NAME	LOCATION	PERMISSIONS	COST / PAGE	FEATURES
AdmissOff	Admissions Office	Admissions Only	2.1	Duplex Multiple trays
ArtRoomColor	Art Room	Everyone	8.2	Duplex Multiple trays
BusOffice	Business Office	Business Office Only	2.1	
DevOff	Development Office	Development Office Only	2.1	Duplex Multiple trays
DevColor	Development Office	Development Office Only	8.2	
DirComAD	Communications / AD Office	Communications, School Counselor & AD only	2.1	
GuidanceOffice	College Guidance Office	College Guidance personnel only	2.1	
KitchenPr	Food Services Office	Food Director Only	2.1	

Konica/Minolta Copy Room	Copy Room next to MS/US Library	All Faculty, Staff & Administrators	1.5	Duplex Multiple trays 11 x 17 Stapler Secure Print Scan
Konica/Minolta Mail Room	Mail Room at main lobby	All Faculty, Staff & Administrators	1.5	Duplex Multiple trays 11 x 17 Stapler Secure Print Scan FAX
LSCloset	LS Supply Closet across from Nurse	Everyone	2.1	
LSLab	LS Computer Lab	Everyone	2.1	
LSabColor	LS Computer Lab	Everyone	8.2	Duplex
LSLib	LS Library	Everyone	2.1	
LSLibColor	LS Library	Everyone	8.2	
LSOffice	LS Admin Office	Only EC & LS Administrators	2.1	
LSRmJK	LS JK Room	Everyone	2.1	
MainOffice	DPotter Office	Main Office Users only	2.1	Duplex
Mod2	Mod 2	Everyone	2.1	
MSOffice	MS Admin Office	Only MS & US Administrators	2.1	
Music	Music/Band Room	Everyone	2.1	
Rm103	Room 103	Everyone	2.1	
Rm109	Room 109	Everyone	2.1	Duplex
Rm201	Room 201	Everyone	2.1	
Rm205	Room 205	Everyone	2.1	

Rm304	Room 304	Everyone	2.1	
Rm409	Grade 1 (MM)	Everyone	2.1	
TechOffice	Technology Office	Everyone	2.1	Duplex
USLab	MS/US Media (Computer) Lab	Everyone	2.1 or 8.2	B&W Default Color option (if authorized) Scan
USLib	MS/US Library	Everyone	2.1	Duplex
USLibColor	MS/US Library	Everyone	8.2	Duplex
USOffice	US Admin Office	Only MS & US Administrators	2.1	Duplex
USSci	US Science – Room 202	Everyone	2.1	

Note 1: Cost per page is in cents.

Note 2: The name of the print server is **Orion**.

Note 3: If documents won't print, please check these things before contacting Technology:

- A. Are you sure you are printing to the right printer (including using the right server – see Note 2)? If you are clicking the print button in an application, maybe your default printer is not what you think it is. Try File/Print and check the printer settings, or go into Control Panel / Printers and review your printer settings.
- B. Do you have permission to print to the printer you have selected? Check the chart above.
- C. Does your group have sufficient printing credit to print your document? You can check this by clicking the "Printing Statistics" link on our Intranet Home Page. Look at the Balance line to see your currently available credit.

Some tips for saving resources:

1. Use Duplex printing (two-sided) for documents that have more than one page.
2. Do a Print Preview before printing to be sure it looks right, has proper formatting, etc.
3. Reduce printing –ask yourself "Is this really needed on paper?"
4. Use electronic documents like Word, and PDF that can be emailed to others.
5. Save documents in your Personal folder (H: drive) rather than printing.
6. Print only relevant pages of multiple-page documents.
7. Bookmark (add to favorites) web sites instead of printing them.