

MCTC Student Printing Policy

1. New students will be given a printing account with a beginning balance of \$15.00
2. Print account balances will be updated **after Drop-Add** at the beginning of each semester.
3. If students do not use all of the free print outs, that amount is carried over from the fall to spring to summer semester. All student print account totals will be reset to \$15.00 at the beginning of the next school year.
4. If students use all of the free funds, they may add to their accounts by purchasing additional print outs.
5. Adding funds to a print account may be made at the Business Office on the Maysville campus, Monday through Friday, 8:30 a.m. to 4:00 p.m.; at the Maysville campus library after the Business Office's regular hours; at the Rowan and Licking Valley campus libraries during regular library hours; at the Montgomery Campus Business office 9:00 am to 2:00 pm.
6. All black and white printing may be done at any MFP at a charge of 2 cents/per page. Students may print in color at the Maysville campus library Tech Lab at a charge of 10 cents/per page.
7. Students may not transfer any portion of their print account to another student's print account. Sharing of print account codes is strictly prohibited.
8. Instructions for how to print using PaperCut may be found at the following url:
https://maysville.kctcs.edu/current_students/printing_instructions/index.aspx
9. Instruction on how to find/change your account pin may be found at:
https://maysville.kctcs.edu/current_students/printing_instructions/papercut_pin_number.aspx
10. Students are not to remove paper from storage trays of MFPs/copiers/printers.

11. Community users will pay \$.05/page to print.

12. Computers #01-03 at the Maysville campus computer lab are not included in the print management; they are configured for community printing. All users will be charged \$.05/page, payable at the circulation desk.

13. Maysville Community and Technical College is not responsible for any abuse of the printing policy.