Pay to Print Policy

Due to rising material costs and to cut down on waste, ABIIT is implementing a Pay to Print system for all students using the lab and classroom printers.

During the last few years, the institution has expended more than $45,000+ per year for printing, paper, toner and professional maintenance support for open lab printing. Of the million pages printed out each year, the majority of the paper has ended up in the trash.

There will be a $0.40 charge for each page printed (please see FAQs below).

Paying to print will encourage students to print much less and be frugal with printing. The products needed to print (toner, paper and hardware) have tangible environmental impacts. This program will help ABIIT in its institutional sustainability and resource conservation efforts. This policy will be in effect from September 16th, 2013.
Frequently Asked Questions (FAQs)

Printing cost?

Your account will be active every semester of enrollment with $20.00. Thereafter, the students will be required to add credit to their account for additional printing.

Black and white letter-sized print-outs are charged at $0.40 per page.
Black and white Legal-sized print-outs are charged at $0.45 per page.
11"x17" print-outs are charged at $1.00 per page.
Plotter-sized print-outs are charged at $1.00 per page.

How does Printing work?

When students log onto the wireless network from your laptop, or a computer located at ABIIT and print a document, a Print Manager Plus pop-up window will inform you on the status of your print. Enter the same name and password that you use to log into your ABIIT student account. Then go to the printer and pick up your document.

How do I add money to my printing account?

You can add money to your account. Think carefully about how many pages you might print. There is $3 minimum and a $20 maximum per transaction. ABIIT students can replenish their accounts by visiting the BURSAR located on the second floor between the hours of 8am – 4:00 pm Monday – Thursday. And Fridays from 8am – 2pm.

What if there are problems with the quality of print job, can I get a credit to my Pay to Print account?

If a document doesn't print because of a technical problem such as a paper jam or the print quality is poor, you should print to an alternative printer and request a credit for the problem pages. Please keep the print job. If the paper jammed, ask the faculty member or the IT personnel to remove it for you. Credit will only be issued for poor print jobs listed below:

- Toner smears or streaks
- Low toner (unreadable print quality)
- Jammed paper
- Other printer-related defects
What happens to my unused account balance in my printing account?
Any balance left on the account will be removed after 14 days at the end of the semester. Printing balances will not be refunded when you leave ABIIT therefore please keep your account balances small.

Where do I go for assistance with printing?
**Technical Support** - For assistance with printer problems, missing accounts and logon issues, contact the IT Department located in Room 118 or Telephone: 480-2420.
**Account Balance and Transaction Support** - For assistance with account balance and transaction issues and credits for problem print pages, contact the IT Department located in Room 118 or Telephone: 480-2420. Please ensure you have the receipt with the corresponding date and amount of the credit in question issued from the BURSAR.