

Money Saving Tips for Using the Color Laser Printer

1. Ask yourself, “Do I really need this printout to be in color?”

Just because that webpage has nice color pictures, or just because an article happens to have a blue line under the title, will you really lose valuable information if it is printed in black and white?

2. Proof your document on screen or in black and white first.

Examine your work carefully on the computer or print a cheaper black and white copy first.

3. Preview, preview, preview!

Most applications have some sort of print preview option; always check the print preview prior to printing. Check for scale, alignment, number of copies, page range (all, current page, or select a page range), set printing options accordingly.

4. Print only color pages on the color printer and black and white pages on a black and white printer.

You can print 8.33 pages on a black and white printer for the cost of 1 page on the color printer. Think twice about printing plain text pages to the color printer.

5. Be patient. If your document doesn't print immediately, don't print it again.

Depending on the type of document and the printer traffic, some printouts can take up to ten minutes to process, some may fail completely. In the MDRL, you can check with staff to see if your job is in the server queue.

6. Make sure you aren't unnecessarily printing blank pages.

Often people overlook the fact that their multipage document has a blank page somewhere. Check the document, particularly at the beginning and end for blank pages. Just because nothing printed doesn't mean that page won't get billed.

7. Preview web page printing.

First refer to item #1, “Do I really need this printout to be in color”? Then do a print preview. Often printing web pages results in a page, at the end, that has no useful information. Set a print range that eliminates this wasted page.

8. Scanned items from books, magazines or other documents.

Again, refer to item #1. Chapters, articles and other documents may look great on the color printer but is it necessary? Scanning items gives you the flexibility of an electronic file to carry with you. If you need a print copy, consider printing it to a black and white printer or just copy the original on a photocopier.

9. Logout from your computer when finished.

Failing to logout could mean many serious consequences if someone were to hop on that computer right after you leave. One such consequence is that some person without even thinking about it could run up your printing bill before you ever realize what hit you. If you feel that someone has access to your account, contact the OIT Help Desk immediately at 844-9313.

10. Never ever give out or share your Auburn username and password.

Sharing your username and password is a violation of Auburn University Network Policy, sec 2.6 and is designed to protect YOU. When you reveal your information to others, they can use it to run up your printing bill all across campus, they can access your email, and possibly worse. Users who are found to have shared their login information may be denied use of network privileges.

See http://www.auburn.edu/oit/it_policies/index.php