

Print Charges for Staff

Printing is charged at the same rates on all printers connected to the system outside of the Print Room, i.e. all personal and MFD printers. Mono jobs retrieved from Colour printers are still charged at mono rates. Colour jobs retrieved from mono printers are charged at mono rates. All users registered as staff are created with accounts that permit printing to any volume that is tracked back to their user account. Charging is the same for printing and photocopying on devices which support both.

Printing is charged per impression (i.e. per side of paper containing ink). There is no difference between simplex and duplex printing.

The rates are currently :-

Price in pence	Size / Type
2.7 pence	Mono A4 impression
5.9 pence	Colour A4 impression
5.4 pence	Mono A3 impression
11.8 pence	Colour A3 impression

***Paper is provided locally and is not charged.**

There is a different charging scheme for all pay users (users who are not having their printing costs met by the University) and this scheme is used to calculate the prices listed against the job lists on the printers – staff users are not charged these prices.

All printing is accounted for and reported on monthly, with designated teams receiving a breakdown of print costs (only costs, no data on job names or content) monthly.

Detailed information on all printing can be obtained, with the appropriate authority via the reporting suite. Please raise any requests for additional information via the helpdesk.

These prices are subject to variation over the lifetime of the contract and are expected to go down as volumes increase.

Any other questions about printer charging should be addressed to the Managed Print Support Team via the helpdesk.

Peter Mitchell, 22nd January 2015.