

## College of Staten Island Dolphin Print Policy

### 1. Contact Information

Information Technology Services Helpdesk <a href="mailto:helpdesk@csi.cuny.edu">helpdesk@csi.cuny.edu</a> 718.982.HELP (4357) 2A-306D	Dolphin Card Office <a href="mailto:dolphincard@csi.cuny.edu">dolphincard@csi.cuny.edu</a> 718.982.2294 3A-106
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### 2. Printing

Currently enrolled College of Staten Island students have access to free black and white printing at a limit of 350 sides per Fall, Spring, Summer and Winter semesters. Black and white printing will deduct one side of paper from your total. If you reach the allowable limit for free printing, you can purchase additional sides at a cost of 10 cents per side. Payment for these printouts will automatically come out of your printing balance. Color printing is not available. At the end of the semester all free balances (unused free printouts) expire and are reset for the next semester. There is no roll-over or stock-piling of unused free printouts.

### 3. Balance

You can check how many sides you have available for printing at <https://webprint.csi.cuny.edu>.

To check your printing funds available as well as add funds to your account go to: <https://www.csi.cuny.edu/campus-life/student-services/dolphin-card/deposits>

You can also add funds to your printing account via a cash or credit card transaction by visiting the cash management machines located on the 1<sup>st</sup> floors of the Library or campus center.

Purchased sides will roll over each semester. There are no refunds for unused *paid* balances; Students who graduate or leave the College should contact the Dolphin Card office located in 3A-106, 718.982.2294 for information regarding refunds. When a student separates from the College unused balances will be refunded within 90 days of separation.

If you have a printing issue (i.e. paper jam), please seek help from a member of the IT staff immediately. Assistance can be found in all open labs, the IT Doctor in the Library, and 2A-306D Helpdesk.



If warranted you will receive a credit to your print quota. Warranted issues include such items as paper jams, unreadable documents, and low toner. It is up to the discretion of the College to determine whether a credit will be honored.

You can purchase additional sides using the following options:

# of Sides	Cost
500	\$50.00
250	\$25.00
100	\$10.00*
50	\$5.00*

*\*Cash Only*

*Credit card purchase must be a minimum of \$25.00*

*Transferring funds from Dolphin Dollars into your print account is permissible. To transfer funds please visit the Dolphin Card Services office.*

**All printers are set for double-sided printing.**

#### **4. Text Books and E-BOOKS**

Copying and printing complete chapters from a course textbook or E-book is prohibited due to copyright restrictions.

#### **5. Paper Options**

Special paper may not be used for printing on campus. Only College provided paper may be used.

Due to the volume of printing in the Labs, all College of Staten Island printers use 8.5" x 11" paper only.

#### **6. Printing Accounts**

The account login information for currently enrolled CSI students is your SLAS Username and password.

This Pay for Print Policy and associated costs are in effect campus wide.

**For further information, please see [Printing FAQ's](#).**